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Crockenhill  
Swanley  
Kent BR8 8LL  
01322 669923  
pittman@crockenhill.freeserve.co.uk

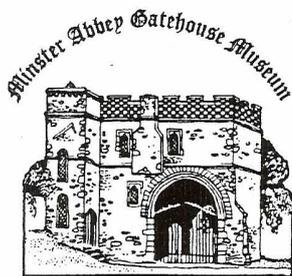
3/12/00

Dear Maunice

Further to our conversation on Friday, I enclose  
copies of the info. given to me re acquisition of items  
of historical interest into a local collection. I hope  
you will find these useful. It was pleasant to  
meet you on Friday & perhaps we'll recognise each  
other to chat again at the next meeting.

Yours sincerely

Susan Pittman.



# SHEPPEY LOCAL HISTORY SOCIETY

HOME  
PHONE 01795 875048

111 Hoops Avenue  
Minster-on-Sea  
Sheerness  
Kent ME12 3PL  
23rd October 2000

Mrs. Susan Pittman  
27 Old Chapel Road  
Brookhill, Swansley Kent.

Dear Mrs. Pittman

re: Jamnighan & Eynsford Local History Archives

I am replying on behalf of Mr. Joyce with reference to above archives.

With regard to your Society form, I would consider the to be adequate. Perhaps it would be a good idea to put this matter to your committee for a decision.

I enclose photocopy of our instructions re completion of donor cards to staff on duty at reception.

If you want to catalogue and maintain your archive material professionally, I suggest you get in touch with the Museum Documentation Service (M.D.A.) I have enclosed a leaflet SPECTRUM for details. You can obtain various publications from MDA to suit your specific requirements, such as:

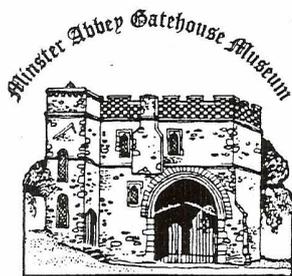
- a. Cataloguing Made Easy (How to use the MDA simple catalogue form)
- b. Facts and Abstracts (How to document a museum collection)
- c. Spectrum Essentials.

I have also enclosed a copy of a report I submitted to the Museum (Mr Joyce) before commencing documentation in April 1992, as I thought this might be of interest to you.

These enclosures will be of some use to you

Yours sincerely,

David Smith  
Documentation Clerk



# SHEPPEY LOCAL HISTORY SOCIETY

HQMS  
PHONE 01795 875048

111 Hays Avenue  
Minster-on-Sea  
Sheerness  
Kent ME12 3PL  
23rd October 2000

Mrs. Susan Pittman  
27 Old Chapel Road  
Brookhill, Swansley Kent.

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Documentation Clerk

COPY OF NOTICE IN RECEIPTION AREA

ARTEFACTS RECEIVED AT GATEHOUSE MUSEUM

WOULD COUNTRY OR OTHER STAFF ON DUTY PLEASE COMPLETE DONOR CARD AND ISSUE RECEIPT TO DONOR.

PLEASE NOTE FOLLOWING POINTS WHEN COMPLETING DONOR CARD:

NAME OF ARTEFACT .....		No: LEAVE BLANK	
DONOR:.....		DATE:.....	
ADDRESS: .....			
DESCRIPTION .....		GIFT / PERM / TEMP LOAN / LOAN / LOAN	
		①      ② OR ③	
ORIGIN: WHERE FOUND? WHO OWNED IT? WHAT WAS IT USED FOR?			
REAR SIDE OF CARD CAN BE USED FOR ADDITIONAL INFORMATION.			

1. ENTER FULL TITLE OF ARTEFACT AT TOP LEFT OF CARD.
2. COMPLETE NAME OF DONOR PLUS FULL ADDRESS AND TELEPHONE NUMBER IF AVAILABLE.
3. INDICATE (BY UNDERLINING) WHETHER ITEM IS A GIFT, PERMANENT LOAN OR TEMPORARY LOAN. IF TEMPORARY LOAN PLEASE STATE FOR WHAT PERIOD.
4. UNDER HEADING 'ORIGIN' - ENTER AS MUCH INFORMATION AS POSSIBLE FROM THE DONOR REGARDING THE HISTORY OF THE ARTEFACT. IMPORTANT QUESTIONS TO ASK ARE:-
  - (a) WHERE WAS THE ITEM FOUND?
  - (b) WHO USED THE ARTEFACT?
  - (c) WHAT WAS THE ARTEFACT USED FOR?
  - (d) CHECK THAT THE PERSON TENDERING THE ARTEFACT IS IN FACT THE OWNER, IF NOT, PLEASE RECORD NECESSARY DETAILS.

**FAVERSHAM  
SOCIETY**  
Founded 1962



**FLEUR DE LIS  
HERITAGE CENTRE**  
Established 1977

President: *Lord Boston of Faversham QC*



Your Ref:  
Our Ref:  
Date 25 October 2000



Preston Street, Faversham, Kent ME13 8NS  
Telephone: (01795) 534542

Fax: (international +44, UK, 0) 1795 533261  
E-Mail: [faversham@btinternet.com](mailto:faversham@btinternet.com)  
*Museum registered with the  
Museums and Galleries Commission*

Farningham and Eynsford Local History archives

Dear Mrs. Pittman,

We do collect archive materials in the context of our museum collection as a whole. As far as forms are concerned, we are governed by the requirements of Re:source (formerly the Museums and Galleries Commission). The forms are rather daunting, but the essence of it is:

It must be clear whether the item is a donation, a loan or simply deposited for research purposes.

If it is a loan, there should be a separate loan agreement setting out the length of the loan period, whether it is renewable or not, and what arrangements are in place for the lender to ensure that the loan conditions are being met (e.g. environmental issues)

The form must be signed by both parties and a copy ("receipt") given to the person handing over the item to you.

The form must contain a statement that the donor has a legal title to the item, and that this is being transferred to you. If it is an item which has originated from outside the UK, there should also be a statement that the ownership of the item within the UK is not in violation of any non UK laws.

All this is designed to avoid people claiming things back on change of mind, or family disputes after they have died. Despite this, we have had people asking for items back "for insurance purposes" even though they have signed the form! It can be a delicate situation.

We do not actually solicit for items, as you appear to do. Maybe we should.

Please note too that there is a KCC project called "Access 2000" which aims to have museum and archive catalogues available on the internet to libraries and schools (with extracts on CD-ROM). You may wish to consider whether to be included in such a scheme. It is limited to members of the Kent Museums Group. I can send you contact names if you wish to join.

Yours sincerely,

Clive Foreman,  
Hon. Education Officer,  
Hon. Curator of Archaeology and Cartography.

You may like to visit the Faversham web site at: <http://www.faversham.org>



1,000 years of history, vividly brought to life in colourful displays, bygones and an audio-visual. Voluntarily run - all profits ploughed back for the conservation and improvement of the area. "A model of its kind" (*English Tourist Board*) - "Very good, Very professional" (*Sunday Times*)  
The Faversham Society also manages the Chart Gunpowder Mills, the Maison Dieu, Ospringe and Stone Church. Registered Charity No. 250945

# FRIENDS OF LYDD

*Registered with Civic Trust*

*Affiliated to the Commons Open Spaces & Footpath Preservation Society & The C.P.R.E. (Kent)  
Registered Charity 274692*

Chairman: Miss A.S. Boxall  
Beachness  
11 Seaview Road  
GREATSTONE  
New Romney  
Kent TN28 8RH  
(Tel: 01797 366566)

Hon. Secretary: Mrs. Marian Dennis  
106 Littlestone Road  
LITTLESTONE  
New Romney  
Kent TN28 8NH  
(Tel: 01797 363295)

October 19th 2000

Dear Mrs Pittman

Re: Farningham & Eynsford Local History Society Archives.

Thank you for your letter of 12th October and I am enclosing copies of the forms we complete for each and every article given, indefinite loan or short-term loan items for our Museum. These have recently been produced by the Kent Museums Group and cover all eventualities. We are currently in the process of changing over our records to this system - quite a task but it will be worthwhile at the finish.

Concerning your questionnaire, I would personally suggest the paragraph following the list of articles read:

This Society is not wishing to gain possession of personal property (unless the owner is desirous of finding a permanent safe home for articles) but we do wish to ensure that items of local historical interest are retained in our locality and not destroyed by owners as they have no further use for them.

Items need not be given entirely but can be handed over, in exchange for a receipt, on a permanent loan basis. Thus if the Society folds then the articles will be returned to the original owners or their descendants.

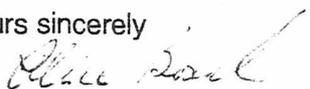
Secondly, articles can be loaned on a temporary basis for use in an exhibition etc. Again a receipt would be given stating this fact.

Thirdly, people may like to advise the Society of articles in their possession but which they wish to retain but the Society can list as being in the area and, if possible, shown to any interested party in the future.

The above are only my own thoughts, which have been useful to us when collecting artefacts. We have many articles in our Museum which are on 'permanent loan' and some on 'temporary loan' for this year's exhibit only and will be returned to the owners later this month.

I hope this information will be of assistance.

Yours sincerely



Alice Boxall  
Chairman