

Object donations



Collections Policy

Littlehampton Museum has a strict Collections Development Policy. This Policy outlines what the Museum does and does not collect. On this page we hope to give potential donors the information they need when deciding if they should donate.

Due to storage constraints Littlehampton Museum is unable to take all items that are offered to the Museum and every donation is considered carefully by the Curator and the Museum's governing body, Littlehampton Town Council. Generally an item must meet the following criteria to be considered for entry into the Museum:

- ***The item is related to the history of the Museum's collecting areas or to a person of significance within the Town.***
- ***The item is able to fit the Museum's current storage requirements, the museum is unable to store large items that are not going to be displayed.***
- ***The item is not duplicated within the collection.***
- ***The item would not be better suited to another museum collection***
- ***The object must be in a good condition***
- ***You are able to sign a transfer of title form, meaning the object must belong to you or you should have permission from the owner to donate the item.***

Collecting Areas

The Museum collects items from a specific collecting area which includes:

- Littlehampton
- Angmering
- Barnham
- Climping
- Eastergate
- Felpham
- Ford
- Lyminster
- Middleton-on-sea
- Poling
- Walberton
- Yapton

If you would like to donate an item in the first instance please contact the Museum by email or by phone and if possible provide photographs of the object.

If we believe that the object is suitable for the Museum the Curator will submit the item to the Council for approval, Please note that this process can take up to 12 weeks.

If your item is unsuitable for the Museum we will try to recommend another Museum that might be able to take your item.

The Museum is unable to accept donations without prior contact and we will ask you to take your item away with you. Please note that the Museum Service is unable to offer valuations or identification.

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