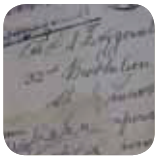


A guide to donating wartime memorabilia in Victoria

This guide is to assist families and individuals donate their wartime memorabilia to a cultural institution, such as a museum or archive. 'Memorabilia' includes any item of historical significance – memoirs, letters, diaries, medals, textiles, uniforms, photos, official documents, and other objects with a connection to veterans heritage.



Making decisions

Before deciding what to donate, what to keep, and what to throw away *always* seek professional advice. Material you may consider unimportant may be of historical significance or monetary value. Initial advice can be obtained by contacting the Australian War Memorial (02 6243 4590).



The Shrine of Remembrance in Melbourne is very interested to discuss memorabilia with individuals and families, but it does not actively collect veterans heritage.



Shrine of Remembrance
Birdwood Avenue, South Yarra
GPO Box 1603
Melbourne VIC 3001
Phone: 9661 8100
Fax: 9662 9411
Email: reception@shrine.org.au



If entering into a legal agreement to donate any veterans heritage we recommended that you seek independent legal advice. When you are discussing donation with a cultural institution or organisation, it is important to ensure that you understand the following issues.



Which institution should I choose?

Do your homework. Wartime memorabilia is collected by many different types of cultural institutions: government, community and privately owned. A list of institutions and their contact details can be found in this brochure.



It is important to choose an institution that will be the best home for your material. Most people do not have expert knowledge to equip them to make such a decision. You can ensure that your heritage is well cared for in the short and longer term by asking the right questions:



Sample questions

- Will my material be correctly stored, catalogued and displayed?
- What level of training have staff undertaken in museum and archive practices?
- Is your archive or museum accredited?
- Is your collection housed in a secure, temperature controlled building?
- What does your institution specialise in collecting? Will my material fit well into the existing collection?
- Will my material be on display? How often?
- If your institution closes down or amalgamates what will happen to my material? Can it be sold without my permission?



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What does 'donation' mean?

When you 'donate' heritage material it is important to be clear about what 'donation' means. Definitions can vary greatly. It is advisable to get written clarification before entering into any donating arrangement.



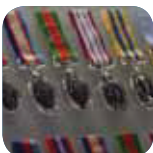
- Will the institution document the donation through a formal legal agreement?
- Are you transferring ownership and all your private property rights, including any intellectual property rights?
- Can the institution sell your object(s) without your permission in the future?

Will my material be accepted?

Institutions are under no obligation to accept donations. While your object may be of great significance to you, it may not be able to be accommodated by a museum or archive. Institutions often have storage constraints and tend to focus on acquiring material in particular areas according to a set collections policy.

Will my material be displayed or otherwise made available to researchers or the public?

Institutions accept donated material for its research value and potential for display. A reputable organisation will provide storage, preservation and documentation, but almost no institution will guarantee to display donated items. You may like to check what kind of access members of the public will have to your donated material.



- Does the institution put on exhibitions or loan items to other institutions?
- How will researchers find your donated material?
- Does the institution have a proper catalogue system? Is it publicly accessible? Is it online?

Would a photocopy suffice?

Some institutions will create high-resolution photocopies so that you can keep the original documents, or the copies, within your family.

Will my family and I have access to the material?

It is important to find out how you and family members can view your material in the future.



What is 'copyright'?

Simply put, 'copyright' means the right to reproduce, publish or otherwise communicate to the public (for example on the internet) any written or artistic works such as manuscripts, letters and diaries. Copyright may be assigned (that is transferred or sold) or licensed to others. Reputable institutions may seek a copyright agreement in order to reproduce or display your donated material for a profit. A licence may be sought to reproduce text for a not-for-profit exhibition or education purposes. Donors should seek advice about copyright and enquire about copyright agreements if they are not forthcoming. The Australian Copyright Council can assist with general copyright enquiries. Their telephone number is (02) 8815 9799.



List of institutions

There are many institutions in Victoria and nationally which you can approach about donating veterans heritage material. These institutions include the following:



National

Australian War Memorial

The Accessions Officer
Registration Section Australian War Memorial
GPO Box 345, Canberra ACT 2601
Phone: (02) 6243 4590
Email: donateitems@awm.gov.au
Web: www.awm.gov.au



National Library of Australia

Parkes Place
Parkes ACT 2600
Phone: (02) 6262 1111
Fax: (02) 6257 1703
Email: email the library through their website
Web: www.nla.gov.au



National Vietnam Veterans Museum

25 Veterans Drive (formerly Churchill Rd South) Newhaven 3925
Phone: 5956 6400
Fax: 5956 6406
Email: secretary@vietnamvetmuseum.org
Web: www.vietnamvetmuseum.org



Victorian

State Library of Victoria

328 Swanston Street
Melbourne 3000
Phone: 8664 7000
Fax: 9639 3854
Email: email the library through their online enquiry form on the website
Web: www.slv.vic.gov.au

Museum Victoria

The Discovery Centre Lower Ground Floor
Carlton Gardens
GPO Box 666, Melbourne 3001
Phone: 8341 7111
E-mail: discoverycentre@museum.vic.gov.au
Web: www.museumvictoria.com.au

Royal Historical Society of Victoria

Royal Historical Society of Victoria
239 A'Beckett Street
Melbourne 3000
Phone: 9326 9288
Fax: 9326 9477
Email: office@historyvictoria.org.au
Web: www.historyvictoria.org.au

Local and regional

Returned and Services League (RSL)

Some RSL sub-branches collect and display historical material, but this varies considerably. Contact the RSL Victorian Branch for details:
Phone: 9655 5555
Fax: 9655 5500
Email: rslvic@rslvic.com.au
Web: www.rslvic.com.au

Local Governments & Local Libraries

Some local governments and local libraries collect and display historical material. Contact your local council.

Local historical societies and community museums

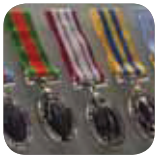
Places of Deposit (PODs)

The Public Records Office of Victoria (PROV) has certified a number of local historical societies, community museums and archives as Places of Deposit (PODs). PODs meet the storage standards required to preserve records of significance to local communities. Community Archives
Public Record Office Victoria
Phone: 9348 5600
Email: community.programs@prov.vic.gov.au
Web: www.prov.vic.gov.au

Finding Local Organisations

The Royal Historical Society of Victoria (RHSV) maintains a website which lists local historical societies and community museums. Some of these are Places of Deposit (PODs) while others have not yet been certified by the Public Records Office of Victoria.

The RHSV Affiliated Societies Database can be found here: <http://210.15.209.254/societies.htm>



Major regional archives

Bendigo Regional Archives Centre (BRAC)

First floor Bendigo Library
251-259 Hargreaves St
PO Box 887
Bendigo 3550
Phone: 5449 2700
Email: brac@ncgrl.vic.gov.au



Geelong Heritage Centre

51 Little Malop Street
Geelong 3220
Phone: 5272 4970
Fax: 5221 1328
Email: heritage@geelongcity.vic.gov.au
Web: www.geelongaustralia.com.au/heritage



Army



Army Museum Bandiana

Gaza Ridge Barracks
South Bandiana 3694
Phone: (02) 6055 2525
Fax: (02) 6055 2886
Email: bandiana.museum@defence.gov.au



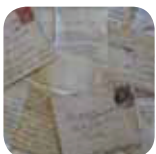
Fort Queenscliff Museum

Fort Queenscliff, King Street
Queenscliff 3225
Phone: 5258 1488
Fax: 5258 1788
Email: queenscliff.museum@defence.gov.au



Royal Australian Armoured Corps Memorial and Army Tank Museum

Hopkins Barracks
Puckapunyal Military Area 3662
Phone: 5735 7285
Fax: 5793 1735
Email: raacatm@bigpond.net.au



Royal Australian Army Corps of Signals Museum

Molloy Road, Simpson Barracks
Macleod 3085
Phone: 8481 7874
Mobile: 0407 264 961
Fax: 8481 7840
Email: museum@vicsig.net

Army Unit History Rooms (Victorian Regiments)

2/10 Field Regiment

Based in Melbourne with several depots throughout Victoria
Phone: 9526 4219

5/6 Battalion Royal Victoria Regiment

Based in Melbourne several depots throughout Victoria
Phone: 9816 5118

8/7 Battalion Royal Victoria Regiment

Based in Ballarat with several depots throughout Victoria
Phone: 5330 4511

4/19 Prince of Wales Light Horse Regiment

Based in Melbourne with several depots throughout Victoria
Phone: 8481 7896

8/13 Victorian Mounted Rifles

Based in Wodonga and currently in storage – contact the Melbourne University Regiment
Phone: 9663 6683

Navy

Naval Heritage Collection

Spectacle Island
Locked Bag 12
Pyrmont
New South Wales
Phone: (02) 9181 3308
Fax: (02) 9819 7327

Navy Museums which are part of the Naval Heritage Collection

Museum of HMAS Cerberus

112 Nelson Rd
HMAS Cerberus 3920
Phone: 5931 5530
Fax: 5931 5515
Email: cerberus.museum@defence.gov.au



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Royal Australian Navy Heritage Centre

Garden Island (near Sydney)
Locked Bag 12, Pyrmont
New South Wales 2009
Phone: (02) 9359 2003
Fax: (02) 9359 2005
Email: use the email enquiry form
on the website
Web: www.navy.gov.au/Navy_Museums



Fleet Air Arm Museum

PO Box 7015
Nowra Naval, New South Wales 2540
Phone: (02) 4424 1920
Fax: (02) 4424 1999
Email: use email enquiry form
on FAAM website
Web: www.navy.gov.au/faam



Naval Historical Society of Australia (Navy Sponsored)

The Boatshed, Building 25
Garden Island, New South Wales 2011
Phone: (02) 9359 2372
Fax: (02) 9359 2383
Email: secretary@navyhistory.org.au
Web: www.navyhistory.org.au



Airforce

RAAF Museum Point Cook

RAAF Base Williams
Point Cook Road, Point Cook
Phone: 8348 6040
Fax: 8348 6692
Email: RAAF.Museuminfo@defence.gov.au

Directory of Archives

Australian Society of Archivists website offers a directory of archives in Australia. See www.archivists.org.au
Some relevant archives in Victoria may include:

Australian Red Cross National Archives

23-47 Villiers Street
North Melbourne 3051
Phone: 8327 7941
Fax: 8327 7942
Email: archive@redcross.org.au

University of Melbourne Archives

University of Melbourne Archives
University of Melbourne 3010
Phone: 8344 6848 / 8344 6849
Fax: 9347 8627
Email: archives@archives.unimelb.edu.au

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