



COSTUME MUSEUM OF LYKEION TON ELLINIDON

SPECIAL FORM FOR ITEM DONATIONS

Thank you for your interest in donating items to the CMLE. Once you have read and agreed with the Terms and Conditions for Item Donations, please complete this form, which aims to collect information about the items, the donor, and/or the previous owner of the items. The information you provide will further help us to determine whether the items being offered serve the mission and the aims of the Museum and whether they complement the collection in accordance with our collecting policy.

Please send the completed form by email to museum@lykeionellinidon.gr or by post to: Costume Museum, 7 Dimokritou Street, 10671 Athens.

Donor [**Name and surname**]:

Phone no.

Email address:

Address:

Occupation/Position:

(you may attach a brief CV)

Are you the legal owner of the item?

Yes

No

Did the item have a previous owner?

Yes

No

If yes, please complete the following details.

Previous owner [**Name and surname**]:

Occupation/Position:

Birthplace:

Date of birth:

Your connection to the previous owner:

Number of items included in the donation:

Type of items included in the donation:

- Greek regional costumes
- jewellery from the historic Hellenic world
- ethnic garments from other countries
- fashion (please specify the time period)
- fabrics
- other (please specify)

INFORMATION ABOUT THE ITEMS

(please include information you have definite knowledge of)

Type of item:
Produced by:.....
Date of production:.....
Place of production:.....
Occasion of use:.....

HISTORY OF ITEM ACQUISITION

Purchase Where..... When.....
Donation By whom..... When.....
Legacy From whom..... When.....
Field research/collection Where..... When.....
Other

ACCOMPANYING MATERIAL

Is there any accompanying material for your donated item?

Photos Yes No
Purchase invoice Yes No
Publications Yes No
Other

Do you wish to include this in your donation? Yes No

If yes, may the Museum duplicate/copy this material? Yes No

Are you aware of any alterations or changes to usage that the item has undergone?

Yes No

If yes, please briefly describe the alterations, including who performed them and when.

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Do you wish to include any additional information on the history of the item(s) or its previous owner? Please attach a separate page.

Thank you for your time.

Date: _____

Submitted by

Received by

(full name)

(full name)

TERMS AND CONDITIONS

The main considerations for accepting a donation are the importance and/or rarity of the material, its condition, and whether it fulfils a need in supplementing the Museum’s collection. We do not accept donations that are offered conditionally. Once an item is given to the Museum and included in its collection, it is considered an acquisition of the CMLE and cannot be returned to the donor. The CMLE retains the right to manage, publish, and exhibit the item in accordance with its policy. Donors receive a record of delivery/receipt of the donation and a letter of thanks. The cost of transportation of donated items from the donor to the CMLE is the responsibility of the donor.

Any item donation can be specified by the donor as being in memory of, in honour of, or in recognition of the service of a person or persons. Items donated with this request by the donor are labelled not only as “Donated by...” but also as “In memory/honour/recognition of the service of...”

I have read and agree with the Item Donation Terms and Conditions