

## Images of Collection Items

### Front page:

**Flax Kete** made by Ripeka Te Owai circa 1907 and given to Mrs. Annie Egging of Okuru as a gift of thanks. Donated by P.A. McLaughlan P.12.88

**Plaque of Hokitika Memorial Clocktower**, handcrafted by Karen and Clive Ogden, Kerikeri. Donated by Margaret Shannon P2018.027

**Full length floral dress**, belonged to Agnes Matilda Clarke, Reefton. Donated by Bruce Steven P2015.086.2

**Enamelled cloisonné opera glasses**, donated by Miss Barbara Hay, daughter of Rev. James Hay, vicar of Brunner P.37.74

### Inside:

**Green cut glass jug with gold detail**, inscribed 'Souvenir British and Intercolonial Exhibition Hokitika 1923-1924', and the name 'Ruby'. Donated by Alan Francis. P2020.042.6



17 Hamilton Street, Hokitika 7810 | Private Bag 704, Hokitika  
Ph 03-7556898 | [enquiries@hokitikamuseum.nz](mailto:enquiries@hokitikamuseum.nz)

The Museum office & **Research Centre** is at 7 Tancred Street  
Open Monday to Thursday by appointment only

Hokitika Museum is a division of **Westland District Council**



# HOKITIKA MUSEUM

# Donor Guide

What you need to  
know about gifting a  
piece of heritage to  
Hokitika Museum

## Do you want to gift a piece of heritage?

Are you interested in donating family or community heritage items to Hokitika Museum to help us preserve, document and tell the stories of Te Tai o Poutini and the Westland region and its people? If so, the first step is to contact our curators to discuss your options.

Contact the Museum by **phone (03) 755 6898**

or email [enquiries@hokitikamuseum.nz](mailto:enquiries@hokitikamuseum.nz)

### Archives Collection

This collection includes personal papers, architectural plans, maps, voluntary group archives, business archives, and West Coast regional newspapers.

### Pictorial Collection

This collection includes photographs and fine arts, such as paintings and works on paper.

### Taonga Māori Collection

This collection comprises Māori artefacts ranging from carvings, textiles, implements and archaeological finds to contemporary Māori art.

### Social History Collection

This collection includes furniture, militaria, domestic ware, industrial items, natural history specimens, textiles, clothing, and items relating to Māori social history.

### What do you know about the item....

If you are thinking of donating an item, your knowledge about the item will help us to determine whether it is suitable for the museum collection. Ideally we would need the following information:

- Name of the previous owner/s, and your connection with them
- The maker of the item, or the photographer
- Where you got it from
- Dates of the item
- Any damage to the item
- Relevance to the region
- Is there a STORY connected to item?



## The process

Accepting any item into the Heritage Collection is a permanent commitment. All items are carefully assessed before a decision is made. Information supplied by the donor contributes significantly to making that decision. The relevant curator examines the objects possible historical, cultural, social or research potential. These criteria are considered along with any relationship the item has to existing collections, its interpretative potential and any conservation or storage requirements. All these factors are then discussed by the curatorial team and a decision to accept or decline the offer is made. Our full acquisition criteria are available on request.

### Accepting or declining items

If the donation is accepted, a **Deed of Gift** form will be prepared for the donor to sign. This form is a legal agreement that transfers ownership and any legal rights of the donated item(s) to Hokitika Museum.

If an item is declined, it will be returned to the donor or dealt with according to the donor's wishes. A copy of the Acquisition Justification form, which outlines the rationale for the decision, is available on request.



### Information adds value to gifted items

Once the signed **Deed of Gift** forms are returned the items are catalogued into Hokitika Museum's collection management database. The curators take great care to capture all the objects details as this information adds important social and cultural value, placing the item in context. Catalogue information includes acquisition details, a description of the item, all its available history, any research notes and digital images of the item (where appropriate). Capturing relevant donor details is also an important part of this process.

### Congratulations and thank you!

Your item is now part of the *Hokitika Museum* Heritage Collection. Every effort will be made to make donated items available to the community. Items will also be available to view in person by appointment with a curator at *Hokitika Museum Research Centre*, 7 Tancred Street Hokitika. Some items may be considered for exhibitions, but the Museum is not obliged to permanently display any item.