

# Giving objects to Leeds Museums and Galleries



## Initial Steps

If you have an object or collection of objects that you would like to give to Leeds Museums and Galleries then your first step is to contact the appropriate curator.

Once you have made contact with the curator, they will make arrangements to meet you and look at the object(s). If this is not possible, alternative arrangements can be made, as appropriate.

Contact details for our curators are at the end of this document. If you are unsure of which curator to contact then please contact our Registrars department who will be able to put you in touch with the appropriate person.

## What happens next?

Our curators will look at the objects you wish to donate and will propose the offer to the Acquisitions Committee.

The Acquisitions Committee meets once a month and is made up of curators from all subject areas, registrars and the Head of Leeds Museums and Galleries. At the Acquisitions Committee meeting, members of the committee will agree to either accept or refuse your offer. This decision will be made on the basis of our collecting policy. Our collecting policy is the document that sets out what Leeds Museums and Galleries collects and why.

If the committee accept your offer, you will be contacted and asked to sign a Transfer of Title form, legally transferring the ownership of the object(s) to Leeds Museums and Galleries. If you wish, your name will be kept on the database of Museum and Gallery collections and you will be credited on object labels as a donor if the object(s) is put on display.

If your offer is declined, you will be given an explanation as to why this is. If we feel that another museum may benefit from your offer we will do our best to put you in touch with the appropriate contact.

## Notes

If at any time you are asked to leave your object(s) with us before the offer has been proposed to the Acquisitions committee, you will be provided with a copy of an entry form as a receipt.

The appropriate curator will be able to advise you as to how your object(s) will be stored or displayed.

## Contact Details

### Leeds Museum Discovery Centre

Carlisle Road  
LS10 1LB  
0113 214 1568

#### Registrars:

Jen Kaines  
Registrar  
0113 214 1569  
[Jen.Kaines@Leeds.gov.uk](mailto:Jen.Kaines@Leeds.gov.uk)

Rebecca Herman  
Assistant Registrar  
0113 214 1571  
[Rebecca.Herman@Leeds.gov.uk](mailto:Rebecca.Herman@Leeds.gov.uk)

#### Curators:

Kat Baxter  
Curator of Archaeology and Numismatics  
0113 214 1558  
[Katherine.Baxter@Leeds.gov.uk](mailto:Katherine.Baxter@Leeds.gov.uk)

Gabrielle Hamilton  
Curator of Community History  
0113 214 1559  
[Gabrielle.Hamilton@Leeds.gov.uk](mailto:Gabrielle.Hamilton@Leeds.gov.uk)

Antonia Lovelace  
Curator of World Cultures  
0113 214 1561  
[Antonia.Lovelace@Leeds.gov.uk](mailto:Antonia.Lovelace@Leeds.gov.uk)

Natalie Raw  
Curator of Costume and Textiles  
0113 214 1557  
[Natalie.Raw@Leeds.gov.uk](mailto:Natalie.Raw@Leeds.gov.uk)

Clare Stringer  
Curator of Natural Science  
0113 214 1563  
[Clare.Stringer@Leeds.gov.uk](mailto:Clare.Stringer@Leeds.gov.uk)

Jo Botting  
Assistant Curator of Natural Science  
0113 214 1562  
[Jo.Botting@Leeds.gov.uk](mailto:Jo.Botting@Leeds.gov.uk)

### Abbey House Museum

Abbey Road  
Kirkstall  
LS5 3EH

Kitty Ross  
Curator of Leeds History  
0113 230 5492  
[Kitty.Ross@Leeds.gov.uk](mailto:Kitty.Ross@Leeds.gov.uk)

Nicola Pullan  
Assistant Curator of Leeds History  
0113 230 5492  
[Nicola.Pullan@Leeds.gov.uk](mailto:Nicola.Pullan@Leeds.gov.uk)

### Armley Mills Industrial Museum

Canal Road  
Armley  
Leeds  
LS12 2QF

Neil Dowlan  
Curator of Industrial History  
0113 224 4372  
[Neil.Dowlan@Leeds.gov.uk](mailto:Neil.Dowlan@Leeds.gov.uk)

Amy Jenkinson  
Assistant Curator of Industrial History  
0113 224 4372  
[Amy.Jenkinson@Leeds.gov.uk](mailto:Amy.Jenkinson@Leeds.gov.uk)

**Lotherton Hall**

Lotherton Lane  
Aberford  
Leeds  
LS25 3EB

Adam White  
Curator of Collections, Lotherton Hall  
0113 281 3259  
[Adam.White@Leeds.gov.uk](mailto:Adam.White@Leeds.gov.uk)

**Temple Newsam House**

Temple Newsam Road  
Off Selby Road  
Leeds  
LS15 0AE

James Lomax  
Curator of Collections, Temple Newsam  
0113 390 1089  
[James.Lomax@Leeds.gov.uk](mailto:James.Lomax@Leeds.gov.uk)

Polly Putnam  
Assistant Curator of Decorative Arts  
0113 390 1081  
[Polly.Putnam@Leeds.gov.uk](mailto:Polly.Putnam@Leeds.gov.uk)

**Leeds Art Gallery**

The Headrow  
Leeds  
LS1 3AA

Nigel Walsh  
Curator of Contemporary Art  
0113 247 8255  
[Nigel.Walsh@Leeds.gov.uk](mailto:Nigel.Walsh@Leeds.gov.uk)

Sophie Raikes  
Assistant Curator of Sculpture  
0113 246 9469  
[Sophie@henry-moore.ac.uk](mailto:Sophie@henry-moore.ac.uk)

Theodore Wilkins  
Assistant Curator of Fine Art  
0113 247 8255  
[Theodore.Wilkins@Leeds.gov.uk](mailto:Theodore.Wilkins@Leeds.gov.uk)

If your item is paper based (like newspaper articles, photographs, diaries etc) you will need to contact the West Yorkshire Archive Service.

**West Yorkshire Archive Service**

PO Box 5  
Nepshaw Lane South  
Morley  
Leeds  
LS29 0QP  
[educationandoutreach@wyjs.org.uk](mailto:educationandoutreach@wyjs.org.uk)