



Information for people wishing to deposit material with the Port and River Archives

October 2017

Donations form an important mechanism by which museum collections grow. However, any new addition involves important resource commitments and we therefore have a collecting policy which helps our decision-making process. Consideration has to be given to such matters as storage, conservation, ownership, and how the potential donation relates to other items in the collection.

If you wish to donate an item to the museum please write to the Port and River Archives (Museum of London Docklands, West India Quay, London E14 4AL) or [email portriverarchive@museumoflondon.org.uk](mailto:portriverarchive@museumoflondon.org.uk) giving a detailed description of the object (preferably with a photograph) and relevant background information, e.g. how you acquired the item. Museum staff are not able to accept unsolicited donations by post or in person. Please get in touch with us before you plan a visit to drop any material off, to ensure it is material we would be able to take, and that someone will be available to see you.

We are primarily interested in collecting material that fills gaps in the existing private dock company and Port of London Authority collections, i.e. material which was created or collected by these bodies.

The Port and River archive is closed due to a gap in staffing from October 2017 so any enquiries will be answered by the new archivist, in 2018, but please note the following guidance when considering donating an item to the Museum:

- We do not collect material that duplicates items we already have.
- We only collect original material, not copies (e.g. not photocopies or non-original photography).
- 'One-off' items of ephemera will be appraised by curatorial staff rather than archive staff.
- As a potential depositor you must be able to demonstrate ownership (and in some cases, copyright ownership) of the material.
- Most items are acquired for information and research purposes, rather than display.
- All potential deposits are considered by the Museum's Collection Committee, with whom final decision rests

We no longer collect:

- Individual items of ephemera and photographs
- 20th century Port engineering and dock machinery-related material
- Mid-C20th PLA memorabilia (e.g. brochures for opening of buildings, PLA Monthly magazine, PLA Annual Reports and Accounts, Port Handbooks)
- Mid C20th trade union-related material
- Merchant shipping material
- Records of companies not owned by the PLA or private dock companies

Thank you.