

HouseofMirelle.uk

DONATIONS POLICY



DECEMBER 2018

SECTION 1: INTRODUCTION

1.1. MISSION STATEMENT

Houseofmirelle.uk is a non-profit heritage organisation whose purpose is to preserve, communicate and advise about its legacy for future generations to learn about and enjoy.

This guidance sets out the parameters we follow in considering requests to donate items to the House of Mirelle archive. See houseofmirelle.uk/archive.

1.2 BACKGROUND

The House of Mirelle was a fashion house that existed in the city of Kingston Upon Hull between 1938 and 1978. It was owned by Mira Mountain and staffed by many people from the city of Hull and county of East Riding throughout its tenure.

SECTION 2: DONATIONS POLICY

2.1 HouseofMirelle.uk is often contacted by people querying whether it will accept items they own as gifts or to discuss the context of items they hold in their possession. Sometimes people want to gift verbal or written memories too.

2.2 All items donated to houseofmirelle.uk become part of its permanent archive. The archive is physical and electronic. We are open to innovative and practical solutions that work for both parties to enable the archive to grow. One size does not necessarily fit all.

2.3 Gifts – permanent

Gifts or donations are an integral part of understanding the House of Mirelle as well as preserving its legacy. We consider all queries and requests to permanently gift items to us on an individual case by case basis.

Usually 'gift' means transferring ownership of the item to houseofmirelle.uk permanently. However we are flexible in approach.

2.4 Gifts – temporary

We also consider items being loaned to us in order to photograph and catalogue them, returning them to you afterwards.

In this situation ownership of the item remains yours however the photographs and / or information is licensed to us in a permanent licensing and copyright agreement.

This means the item is still owned by you, but the photographs or information gleaned from it, for instance, will be added to the houseofmirelle.uk archive and owned by us permanently.

We usually keep what we license to ourselves but informal conversations have taken place with owners that summarise what we've learned.

2.5 Sharing your memories

Houseofmirelle.uk also collects memories of the fashion house. i.e. written or verbal histories.

Usually this means that someone writes their memory down or has their memory filmed or recorded. Written and verbal memories are as important to the houseofmirelle.uk as physical items.

Recorded memories given to houseofmirelle.uk are the property of HouseofMirelle.uk they are not usually shared with anyone else.

SECTION 3: CASE STUDIES

The following real-life case studies help you understand what sort of donations we consider. Also read the “Frequently Asked Questions” section - FAQ’s in Section 4.

3.1 CASE STUDY 1

YOUR PHOTOS

Scenario

You have photographs of people working at the House of Mirelle taken while you worked there too.

You don’t want to gift the original photographs to Houseofmirelle.uk but you’d like us to have copies for us to use.

Result

Yes. This is a common situation and one that we have a lot of experience with. Contact us and we’ll take you through the next steps.

3.2 CASE STUDY 2

CLOTHING - permanent gift

Scenario

You’ve got a dress which was sold at the House of Mirelle. You think you’d like to gift it permanently to the House of Mirelle.

Result

This is also a situation we’ve dealt with often. Contact us and we’ll talk to you about what happens next.

3.3 CASE STUDY 3

CLOTHING – You want to keep ownership but let us take photos and catalogue it for our archive

Scenario

You own a House of Mirelle dress and want to keep it. However you'd like to share it with houseofmirelle.uk to add it to their e-archive.

Result

We have lots of ways of helping you add items to the archive without you gifting them to us permanently. We consider solutions that work from both sides. Contact us and we will talk them through and work out what's best.

3.4 CASE STUDY 4

Memories – you'd like to tell us what you remember about the House of Mirelle

Scenario

You don't have physical items but you do have memories to share.

Result

Memories are every bit as important to the House of Mirelle as physical items like clothes or photos. Sometimes it's a memory that explains what a physical item means. E.g. memories of a fashion show, the way the business worked, what it was like to shop there or how to alter a dress.

We have a few ways to collect your memories, get in touch with you and we'll talk it through.

SECTION 4: FREQUENTLY ASKED QUESTIONS

1. Do you pay for gifts?

The houseofmirelle.uk is a non-profit organisation. Like many museums or heritage organisations we do not routinely pay for time taken or gifts.

2. Do you accept all gifts?

We consider it on an individual basis. With physical items we look at whether ownership can be confirmed – we don't want to get in trouble – and whether it's possible to safely and permanently store them.

With electronic items like films or recordings we are usually able to accept them but need to discuss recording format and ownership with you before we can let you know for sure.

3. Who owns the item after it's been gifted?

That depends. If you give us something permanently it's like any other present, it becomes ours forever. Recordings, for instance, are usually given to use permanently as well.

If you want to add items to our archive but keep the original we have experience of different ways of doing this. Contact us and we'll talk it through.

4. Will you get me to sign something?

Yes. We like to be as clear as possible and that means we have a document that all people sign when gifting or licensing items to us.

It isn't complicated, we will explain it to you but it is important so things like who owns the copyright are clear from both sides.

5. What happens to a memory I share?

It depends what we decide when you contact us. Memories can either be shared verbally – usually recorded – or on paper and that includes electronically; by email for instance.

6. Can I record a memory and send it to you?

Yes. We have experience of people recording memories on our behalf and donating them to us. However we would need to speak to you first to make sure the recording is use-able before you go ahead.

It might seem quick and easy to record a conversation in a café, for example, but the sound quality has to be good enough to be heard, transcribed and used.

Sometimes writing memories down is a more efficient and accurate way of memorialising than making an audio / sound recording.

The best thing to do is to contact us and we can help you decide what to do.

7. Does my name appear anywhere?

It's up to you. We confirm donors names when we talk.

We publish a list of initials of those who have contributed in houseofmirelle.uk website 'Thanks' page and our catalogue notes either initials or full name.

The full catalogue is confidential to houseofmirelle.uk as are licensing agreements. They will not be seen by anyone but us.

Recorded histories or memories are treated in the same way: either initials or full name are used.

Memories included in publications like website blogs or written books usually use initials to signify the person who donated the memory. In some instances identities are protected by *** asterix if you do not want your initials associated with a memory you share.

This works well if you are concerned about your privacy. We take your privacy seriously and are happy to talk about what works for us both.

We ask that all people are OK with us using their memories before we publish them which means signing something electronically or on paper as well. We can record your consent too, in a phone call for instance. It's quick and easy whatever we choose.

SECTION 5: SUMMARY

HouseofMirelle.uk relies on the generosity of donators to collect, inform about, understand and preserve its legacy.

It also relies on verbal memories to help tell its stories and set into context physical or electronic items that have been donated to us.

Our Donations Policy sets out policies in a clear and easy-to-understand way.

We are open to talking about any aspect of the policy to help you consider what's the best way forward for us both.

If you have any questions after reading this document, contact us through our website using the contact form.

We aim to make donating items or memories to the House of Mirelle easy, simple and accessible for all.

Our thanks to those who help preserve its legacy for all to learn about and enjoy.

HouseofMirelle.uk December 2018