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**Our Collection Development Policy**

This policy covers items the theatre will accept and the things it will not take. A full copy of the policy can be supplied on request from [archive@birminghamhippodrome.com](mailto:archive@birminghamhippodrome.com)

**What we do accept**

* Posters, programmes, and flyers to shows hosted by Birmingham Hippodrome
* Tickets to Birmingham Hippodrome shows
* Photographs related to Birmingham Hippodrome
* Correspondence with or about Birmingham Hippodrome
* Birmingham Hippodrome souvenirs
* Newspaper articles linked to Birmingham Hippodrome
* Your Birmingham Hippodrome theatre memories!

**What we don’t accept**

* Loans
* Material with specific conditions attached
* Items relating to other theatres
* Duplicates of items already held within our archive (we will hold a maximum of three examples of an item in our archive)
* Photocopied items
* Items that do not belong to you

**We only accept gifts**

We greatly appreciate all offers of material, but please be aware that we cannot accept everything offered to us. Please don’t be offended if we turn you down – we will try to help you to find the most suitable home for your donation.

We cannot buy items from you.

It is always worth making contact rather than sending an item through the post.

* Please be aware that donations sent via post cannot be returned.
* All items deposited with the theatre unless stated by the owner in writing are considered as gifts.

**Accepting your item**

We will issue a receipt of donations called an Entry form. This records details about you and your item/s. You will be given a copy of this form for your records.

If the donation falls within our collection development policy each item will then be labelled, catalogued, scanned and stored carefully.