



BROCKVILLE MUSEUM

5 Henry Street, Brockville, Ontario K6V 6M4
Tel: 613-342-4397 Fax: 613-342-7345
www.brockvillemuseum.com

Office Use Only Temp. Deposit No.: _____

TEMPORARY RECEIPT

The Brockville Museum welcomes the donation of objects that will complement and fulfill our current collections. Each donation request is thoughtfully considered by the Registrar and Collections Committee to determine if the donation is in line with the criteria outlined in the Museum’s Collections Policy; any object accepted into the Museum’s collection should be consistent with the Brockville Museum’s mission and mandate, have a clear connection/story to Brockville’s history and be properly cared for. Acquisition of an artifact by the Brockville Museum does not guarantee public exhibition and the Museum does not accept donations with conditions. Please be aware that the evaluation and acquisition process can be lengthy.

Donor’s Name: _____ Date of Deposit: _____

Home Address: _____

Postal Code: _____ Telephone Number: _____ Email Address: _____

The object(s) listed below are left in the custody of the museum to be considered as:

- To be considered for acquisition into the collection
- To photograph/scan: reproductions will be added to Museums photo archives
- To be placed in research files
- For others. Please specify: _____

What is being offered? Please be specific as possible and provide a detailed description with quantities.

Disposition if object(s) are not accepted: (Please checkmark your preferred option and initial)

- Donor will pick up object(s) within 30 days
- Do not want objects(s) returned and give the museum permission to deal with declined object(s) as they see fit. This may include education and exhibit programs, transfer to another institution, placed in the “Friends of” silent auction* or otherwise disposed of or destroyed

Donor Initial: _____

*Friends of the Brockville Museum Annual Silent Auction. Revenue from the Silent Auction goes towards museum initiatives, including conservation and collection development.

Conditions Governing Temporary Deposit at the Brockville Museum

1. If objects described above are accepted for donation, the donor will be notified, and a donation form will be sent for your signature. This signature will transfer the ownership of the said items to the Brockville Museum. Once a Certificate of Gift form is sent, the donor has thirty (30) days to return a signed copy to the museum, otherwise items will be deemed as an unrestricted gift and become property of the Brockville Museum.
2. If any objects are not selected for donation; the donor will be notified and will have thirty (30) days from the date of notification to reclaim this property. Should the donor fail to reclaim donated objects within thirty (30) days of notification, the objects shall be deemed an unrestricted gift and become the property of the Brockville Museum and may be transferred to another institution, sold, or discarded.
3. The Brockville Museum will exercise reasonable care regarding objects on temporary deposit. The donor hereby releases the Brockville Museum from all liability with respect to any loss or damage to the objects referred to above while said objects are in the museum's possession or in transit and agrees that the Brockville Museum is not required to cover objects with insurance. Should the legal ownership of the objects change while the deposit is pending, whether by reason of death, sale, or otherwise, the new owner is required to establish the legal right to receive the objects with proof satisfactory to the museum.

I certify that I am the legal owner of the object(s) described above and have read all the conditions

Signature of Donor/ Agent: _____

Date: _____

Signature Museum Staff: _____

Date: _____

Temporary Receipt - Historical Summary Sheet

Please provide as much information on each object as possible, using the below questions as a guideline. You may wish to attached additional information or documentation to help the Collection Committee make an informed decision.

1. What is its provenance? (Who made it? Where was it made? Who did it belong to? When was it made? How was it used?)

2. How did it come to be in your possession? What is your relationship to the original owner of the object? Provide details

3. Is there a story connected to it? What is the Brockville connection?

4. How old is it? (only if known) How big is it? (height x width x depth / or approximate quantities)

5. What is its condition? Very good (like new) Good (some wear) Fair (significant wear) Poor (sever damage, incomplete) Very Poor

6. Other persons who may have **additional** information: _____

Office Use Only	Staff Initial: _____	Date: _____	<input type="checkbox"/> Collection	<input type="checkbox"/> Education
<input type="checkbox"/> Accepted:			<input type="checkbox"/> Returned to	<input type="checkbox"/> Research files:
<input type="checkbox"/> Declined:			<input type="checkbox"/> Disposed of: _____	
Notes:			Method	