

Donation of Objects

The Laconia Historical & Museum Society welcomes the donation of objects that will complement and fulfill our current collections. As outlined below, LHMS follows a policy of selective acquisition. Each donation request is thoughtfully considered by the Collections Committee and is reviewed by the Board of Directors to determine if the gift is in line with the specific criteria for the acquisition and acceptance of donations, as outlined in the Society's Collections Policy; any object accepted into the Society's collection should be consistent with the mission, be relevant, and be properly cared for.

If you are interested in making the gift of an object to the Laconia Historical & Museum Society, please fill out this form and return to the

Collections Committee
PO Box 1126
Laconia, New Hampshire 03247
or email lhmslpl@metrocast.net

Note: Due to restrictions of limited funds, storage space, or concerns of an object's required preservation needs, only inquiries which are of specific interest and in line with the Collection Policy criteria will be considered.

Name/Donor(s): _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

The above-named donor(s) hereby certify that he/she/they possess clear and unrestricted legal title to the object(s) described in the attachment to this Agreement and hereby relinquish all right, title, and interest in the same object(s) for the purpose of making an unrestricted gift of the object(s) to The Laconia Historical & Museum Society. **As outlined in the Collections Policy of the Society all donations are considered outright and unconditional gifts to be used at the Society's discretion.**

Acquisitions/Donations: The Society follows a policy of selective acquisition. Any Object(s) acquired by whatever means must have a clear connection with and be supportive of the Society's mission and the Collections Policy. The Society may acquire Object(s) through gift, donation, and bequest, as well as other lawful means. Restrictions of limited funds, limited space, expense of preservation and conservation, and the Society's emphasis upon preservation of its resources make unlimited acquisition unfeasible. Completion and submission of this document by, or on behalf of, the donor(s) confirms that the donor(s) has read the following criteria, agrees to the terms of the donation, and confirms that the Object(s) meets the Society's guidelines for acquisition:

1. Related to the Society's Mission and its strategic goals and related to other LHMS Collections Property
2. In acceptable condition and of permanent and durable material and construction

3. Of established provenance - recent appraisal and/or proof of ownership (to the best of the donor's ability) accompany this document
4. Is within the Society's capability to provide adequate conservation, care, and maintenance
5. The Society's current intent is to hold the Object permanently or for as long as the Object retains physical integrity or usefulness.

Acquisition Terms:

Please review the following terms for Society acquisitions:

1. The item(s) must be consistent with and relevant to the stated purpose and mission of LHMS.
2. Consideration will be given to the Society's ability to provide proper care and storage for any artifact. No item(s) will be considered for acquisition if future care and preservation needs exceed the Society's resources.
3. Donors must certify their ownership and right to donate the item to the best of their knowledge and ability for all proposed donations.
5. If the Society discovers that it has acquired item(s) in violation of the law, the Society shall seek to return the item(s) to the legal owner or shall seek to determine the proper means of disposition through recognized authorities.
6. A 30-day review period will be required for any proposed acquisition.
7. All acquisitions are to be outright and unconditional. The Society cannot guarantee that objects donated will be placed or remain on display, or that they will be exhibited or stored intact as a single collection. In addition, please be aware that curatorial decisions made during cataloging of new collections may result in objects being deemed more appropriate for educational purposes or to be deaccessioned.
8. Any legal instruments of conveyance and warranty of title, signed by the donor/seller/agent setting forth an adequate description of the items involved, and the precise conditions of the transfer shall accompany all acquisitions.
10. All acquisitions by gift or bequest to the Society will remain in the possession of the Society for as long as they retain their physical integrity and authenticity, and as long as they remain useful in the fulfillment of the Society's mission.
11. Donors are responsible for appraisals of value prior to donation request. Donations are fully tax deductible within IRS guidelines. Please consult your tax advisor. The Collections Committee will issue a letter of verification confirming acceptance of your donation, but monetary valuations must be issued by a professional appraiser at the donors expense.

Upon submission of this form, consideration of the Object(s) must be found by the Collections Committee, and any other relevant LHMS Board Committee with jurisdiction, to be consistent with the criteria. The Committee(s) will review the information and requests. As part of this review process, the Committee(s) will also consider whether the Object(s) could better be

placed at or with another organization and conclude that acceptance of the Object(s) is consistent with applicable laws and professional ethics. If the Object(s) is/are found to be in accordance with the Society's policies and procedures, the Object(s) may be accepted as a donation. The donor(s) will be contacted if the Object(s) has/have been reviewed and LHMS seeks acceptance of the Object(s) upon approval by the Collections Committee. In signing this Donation request, you confirm that you have read the terms and guidelines for gifts of objects to the Society.

Signature of Donor(s)

Date

Printed Name of Donor(s)

Date

Please complete the accompanying Donor Questionnaire in order for the Donation Request to be processed and considered. Please supply accompanying documentation. For your privacy, Laconia Historical & Museum Society will not share or release any information contained within this request. All information is confidential.

DONOR QUESTIONNAIRE

Please answer as many questions as you are able concerning the Object(s). Please include any documentary evidence of an object's history including, but not limited to a dated bill of sale or sales receipt, will, inventory, auction catalog, published reference, exhibition record, correspondence, photograph or, in exceptional cases, if documentary evidence cannot be obtained, a signed statement from the donor or vendor that confirms the accuracy of the account. Receipt of such documentation will be needed before the acquisition review process can be initiated. Do not send items at this time. All donation requests must be made in advance and in consultation with an LHMS representative. We cannot accept actual artifacts for donation without prior review and consultation.

Object name or description: _____

Donor's Name: _____

Donor's Address: _____

Phone Number: _____

Email address: _____

When did you acquire this object? _____

How did you acquire it? Purchase Inheritance Gift Found

Other _____ (please explain)

Do you have documentation for proof of purchase? Yes / No

From whom did you acquire it?

Name _____

Relationship _____

Place _____

Who were the previous owners, if any?

Relationship? _____

Name _____

Birthdate _____ Place of Birth _____

Marriage Date _____ Spouse _____

Children _____

Death Date _____

Where did they Live? _____

Occupation _____

How did they acquire it? _____

How was it used? _____

Who used it? _____

Where was it used? _____

When was it used? _____

Who made it? _____

Where Made/Purchased? _____

When Made/Purchased? _____

What materials is it made of? _____

Does the Object contain questionable materials (i.e. ivory, bone, animal, or hazardous materials)?

Yes No

Was the Object ever altered, broken, and/or repaired? If so, when or where was restoration and/or conservation done? Who did the restoration and/or conservation? What materials were used to repair it?

What (additional) documents (such as photographs, letters, bill of sale, maker's notes, newspaper articles) do you have or are you aware of related to the Object?

Are you able to provide copies of such documentation with your donation? If your gift includes a photograph(s), please describe the event or the people it depicts and/or the place and date it was taken:

Additional comments, memories or stories about the Object:

Appropriate credit to the donor(s) will be given in a manner consistent with Society policies and practices. If anonymity is desired, please indicate here with your initials (this does not affect the review of your request): _____.

If any of the above information is used in exhibition labels or publications created by the Society, how do you wish to be acknowledged?

Named _____ Remain anonymous _____ Be otherwise acknowledged _____

Please state EXACTLY how you would like to be acknowledged:

If in the future the Object(s) are deemed unusable by the Society in accordance with its deaccession policies, please indicate your preference for disposition of the Object(s):

- ◆ The Society may sell the Object(s) before other dispositions.
- ◆ The Society may exchange the Object(s) with or donate the Object(s) to another nonprofit organization before other disposition.
- ◆ The Society should make a good faith effort to locate the donor(s) or their heirs or successors and offer to return the Object(s) before other disposition.

By completing, signing, and submitting this document, I confirm that all information presented is true and factual to the best of my knowledge. I have read and agree to the guidelines for the Laconia Historical & Museum Society donation requests.

Signature

Date

Printed Name

Date