

## COLLECTIONS POLICY OUTLINE FOR PROSPECTIVE DONORS TO HISTORIC PARIS-BOURBON COUNTY/HOPEWELL MUSEUM

*Thank you very much for offering your donation to the Hopewell Museum. Only with the generosity of people like you can we do our job of collecting, preserving and exhibiting material related to Paris and Bourbon County history and culture. We do have limited space and staff and we must be selective about what we accept. Items must be relevant to our purpose and we must be able to properly care for them. We cannot take everything offered to us and are obliged to follow certain procedures to process all donations. The following outline of our collections policy is intended to help you understand how this process works.*

1. All gifts must be made to Historic Paris-Bourbon County, Inc/Hopewell Museum.
2. We will issue you a temporary custody receipt for your items' **OR you may furnish us with pictures of your items OR arrange a time that we can view your items and take our own photos.**
3. Within 90 days, and usually sooner, our collections committee will decide if we are able to accept your items. Written policies guide the committee members' decisions. We will be glad to show you our statement of collections scope and acquisitions criteria.
4. We acquire items with the intent of long-term retention. However, our acceptance of items carries no promise of perpetual retention. There will be times where we will find it necessary to dispose of an item. Disposition of objects is a rigidly controlled process we do not undertake lightly or often. When we do, we are obligated to do so in a way that will benefit and contribute to the museum collection over the long-term. In some instances disposition can be stipulated by the donor, but is subject to review by our Collections Committee and Board of Directors and must be in keeping with the museum's de-accession policy.
5. All donations must be in the form of unrestricted gifts. We are not obligated to exhibit the items, to attribute their source, or to restrict exhibition or interpretation in any way.
6. If the collections committee and the Board of Directors accept your donation, the registrar will notify you and provide you with a deed of gift. This document is legal conveyance of ownership. It must be signed, and you will be provided a copy for the records and the museum will retain a copy in its permanent files.
7. If your donation, or part of it, is not accepted, we will contact you to make arrangements for returning the material to you. This must be done within 90 days of issuance of the temporary custody receipt. Our staff may be able to help you find another institution to receive the items.
8. Donations of items to the museum may entitle you to certain federal income tax benefits. We suggest you contact the Internal Revenue Service or your attorney for details. The IRS normally considers a deed of gift as proof of donation.
9. Members or our Board of Directors or staff may not provide you with appraisals for tax or other purposes. The IRS rules are very specific about how the value of an item is determined and we suggest you contact your tax advisor for information.
10. Some items that we may not be able to accept for our museum collection may be appropriate for the Special Use Collection. This Collection provides items for use in educational programs, as decorative pieces, and other purposes, and such items generally receive less stringent care than normally provided museum holdings.
11. Please ask any questions you may have. We want you to understand and be satisfied with our handling of your donation.