



POTENTIAL DONATION FORM
CARBON COUNTY MUSEUM
904 WEST WALNUT ST.
RAWLINS, WY 82301

Thank you for considering the Carbon County Museum as the long-term home for your historical artifact(s) or archival materials. The Carbon County Museum preserves and interprets the rich heritage of Carbon County and the diversity of its communities to inspire an appreciation of the past, and to spark curiosity about the future.

Please know that the Museum adheres to certain guidelines when evaluating objects for potential donation. To be accepted into the Museum's permanent collections, an object should be:

- Within the institutional collections scope, as defined by the Museum's collections management policies;
- In good condition, or of such historical value that this outweighs condition;
- Within the limitations of the Museum to provide adequate care for the object;
- Different from other objects currently held by the Museum, with regard to the object's history, design, or condition;
- From a Donor who has clear title to the object(s) and who, generally, defines no restrictions.

In certain cases, the Museum may request documentation demonstrating proof of ownership from the Donor before accepting an object. In extraordinary circumstances, the Board may approve a restricted donation upon the recommendation of the collections staff.

All Donors must sign a Deed of Gift, which is a contract between the Donor and the Museum that transfers legal title to the object(s) to the Museum and outlines the rights and responsibilities of each party. If accepted, objects may be used for exhibition, education, or research. No object can be considered for permanent exhibit. Any object(s) not accepted will be returned to the Donor at the Donor's expense. Any object(s) abandoned by the Donor will not be accepted and will be disposed of.

Collections are made available to the public in a manner that best protects and preserves the objects. The care and safety of the collections is the direct responsibility of Museum staff, as outlined in the Museum's collections management policies.

Donations to the Museum are tax deductible. However, the Museum does not appraise donations for tax purposes nor as a service for visitors. Appraisals must be performed by a professional before the object is donated to the Museum.

In order to maintain the quality and safety of the Museum's collections, make the best use of available space, and best serve the public interest, Museum staff may remove objects from the collections with the approval of the Board, in a process known as deaccessioning. Objects which do not contribute to the mission and goals of the Museum are liabilities and subject to deaccessioning. Possible examples are: objects that are duplicates of items already in the collection, objects that fall outside the institutional collections scope, objects in poor condition, or objects that are deemed hazardous. Deaccessioned objects may be transferred to the educational collection; transferred to another cultural institution; returned to the Donor at the Donor's expense; sold; or sent for disposal. No object will be sold directly or given to any Museum employee, member of the Board, or member of the county governing authority.

