



### PROSPECTIVE DONATION

Name of Donor(s) (please print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Disposition if not accepted (please check one):**

- I(we) will retrieve object(s) within sixty (60) days of notification. Failure to do so will result in said object(s) becoming the property of the CMCM as an unrestricted gift to accept or dispose of as deemed fit.
- I(we) request object(s) be given to another non-profit institution or disposed of as deemed fit.

I(we) have read, understand and agree to the policy governing the Artifact Donation and Accession Process on the reverse of this form. I(we) certify that I(we) possess lawful and clear title to the object(s) listed below and if the object(s) are accepted, I(we) hereby unconditionally relinquish ownerships, rights, and titles that I(we) possess to said object(s) to the Clarksville-Montgomery County Museum dba Customs House Museum & Cultural Center, (CMCM).

**Donor(s)**

**Museum Representative**

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Object(s):

Insurance Value:

**For Office Use Only**

Received object(s):      Received by: \_\_\_\_\_      Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
    Received From: \_\_\_\_\_      Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
 Reviewed by Collections Committee      Date: \_\_\_\_\_      Temporary Custody#: \_\_\_\_\_  
Object(s) accepted into Collection:       Permanent       Education  
Object(s) declined:      Returned to: \_\_\_\_\_      Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
   Returned by: \_\_\_\_\_      Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## Artifact Donation and Accession Policies

1. The Collections Committee will review all donations considered for the Collections of the Clarksville-Montgomery County Museum dba Customs House Museum & Cultural Center, hereafter “CMCM,” to determine if the object(s) meet all donation criteria established by the Collections Policy. The CMCM will hold prospective donations in temporary custody until the Collections Committee makes a decision to accept or decline the donation.
  - If object(s) are accepted, the donor(s) will sign a Deed of Gift to legally transfer ownership and title to the CMCM. If the donor(s) fails to return the signed Deed of Gift within sixty (60) days of the date of receipt, this document will serve as record of automatic intent, transfer, and acceptance of the donation.
  - If the object(s) are declined, the CMCM will notify the donor(s) in writing, via electronic communication, or by telephone. The donor(s) must reclaim the object(s) within sixty (60) days of the date of notification. If the donor(s) fails to reclaim the object(s) within this time, said object(s) will become the property of the CMCM as an unrestricted gift with the right to dispose of the object(s) as deemed appropriate.
2. The CMCM mission is to collect, preserve, and interpret historic, artistic, and scientific material primarily related to Clarksville and Montgomery County Tennessee. The museum further endeavors to expose the widest audience possible to the creativity and ingenuity of the human spirit through art, science, and history within the context of cultural diversity. This mission is fulfilled in part by the collection, preservation, and interpretation of material culture. The CMCM maintains two collections:
  - Permanent Collection: Artifacts for this collection include those that are determined to be of historical, artistic, or scientific significance warranting preservation and high educational merit.
  - Education Collection: Artifacts are determined relevant to CMCM’s mission through educational merit, and may be displayed or used for tactile purposes, research, and education programming.
3. In order to comply with the CMCM’s Collections Management Policy, any object(s) considered for donation must serve the mission of the CMCM, be within the scope of collections, possess potential for use, be free of legal constraints, and be within the capability to the CMCM to care for the object(s).
4. The donor(s) must hold full and clear title to the object(s) free of any liens or encumbrances. The donor(s) must surrender unconditional title to the object(s), meaning that he/she/they transfers all ownership, rights, titles, and copyrights to the object(s) held by the donor(s), assigns, and heirs to the CMCM without restrictions on use, exhibition, or any and all future disposition.
5. Should the legal ownership of the object(s) or any information on this form change during the pendency of this deposit, the donor(s) must notify the CMCM within sixty (60) days. Should ownership change by reason of death, sale, insolvency, gift or otherwise, the new owner shall be required to establish the legal right to receive the items prior to their return by proof satisfactory to the CMCM.
6. The CMCM will care for the object(s) according to best museum practices and professional standards. Property of others offered as gifts to the CMCM while awaiting formal acceptance shall be valued at amounts mutually agreed upon and recorded on this form by the CMCM and lender(s), or otherwise the CMCM shall not be liable beyond the current market value of the property at the time any loss or damage occurs and in no event for an amount in excess of insurance policy limits. If the an agreed upon value exceeds insurance policy limits, policy must be made prior to the loan agreement and outlined in an addendum. Ascertainment or estimate of loss shall be made by the CMCM and the Insurer, or if they differ, then the amount of loss will be determined as provided by the Arbitration Clause of the museum’s current policy.
7. Accepted donations are tax deductible to the fullest extent of the law. According to Internal Revenue Service codes, donors are solely responsible for the appraised value of a donation, and the benefitting institutions are unable to provide appraisals or estimates of fair market value. Due to this, the CMCM is legally prohibited from providing appraisals, and donors should consult a licensed IRS approved appraiser or the Internal Revenue Service with questions concerning tax-deductible donations and appraisals.

**To better aid staff and the Collections Committee in the decision making process when reviewing items, please describe each object and answer the questions to the best of your ability. Include photographs and attach additional sheets for each object.**

Object Name: \_\_\_\_\_ Insurance Value: \_\_\_\_\_

Description: \_\_\_\_\_

Condition: \_\_\_\_\_

Dates of manufacture or use: \_\_\_\_\_ What is it made of? \_\_\_\_\_

How did you obtain the object(s)? Please outline provenance or chain of title.

\_\_\_\_\_

Who made, used, or owned the object(s)? Please include biographical information.

Name: \_\_\_\_\_ Birth/Death Dates: \_\_\_\_\_

Residence: \_\_\_\_\_ Occupation: \_\_\_\_\_

Other: \_\_\_\_\_

Name: \_\_\_\_\_ Birth/Death Dates: \_\_\_\_\_

Residence: \_\_\_\_\_ Occupation: \_\_\_\_\_

Other: \_\_\_\_\_

How are the object(s) connected to Clarksville or Montgomery County, Tennessee?

\_\_\_\_\_

What photographs, receipts, letters, or publications are related to the object(s)? Would you like to:

Include items you may own in the donation OR  Allow the CMCM to make copies?

\_\_\_\_\_

What stories, legends, events, or places are connected to the object(s)?

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