

# Wapello County Historical Society Collections Donation Information

## How can I donate objects to the Museum?

The Wapello County Historical Society collects and preserves objects, documents, and media which help illustrate the Museum's mission and vision:

### **Mission Statement:**

The mission of the Wapello County Historical Society (WCHS) is to collect, preserve, and convey the history of Wapello County to showcase the County's rich and diverse past and enrich the lives of community members and visitors alike. WCHS fulfills this mission through its museum exhibitions, educational programs, and research.

### **Vision Statement:**

The Wapello County Historical Society will be the leader in preserving, archiving, curating, and presenting the history of Wapello County to the community through the use of educational exhibits and programming, which engage diverse members of the community and connects generations. The site will be well maintained, current in its practices of visitor engagement, and situated as a prominent presence in the downtown area. The organization will be financially sound, driven by an involved membership and volunteer base. WCHS will be a tourism and museum partner in southeast Iowa and will be a prominent and welcoming attraction in Wapello County.

Most objects in the permanent collection have entered or will enter the collection through the generosity of individuals and communities, making the collection truly reflective of the lives and histories of those in our community.

If your donation illustrates or interprets the history of Wapello County, please complete the attached Collections Donation Information Form. This form provides information about the artifact(s) that will enable us to determine its suitability for inclusion in the Museum's permanent or education collection.

It is important for you to be as detailed as possible. Please include a photograph of the artifact(s) (unless leaving the item(s) at the museum). All of this information is important and will help us to make an informed decision.

## **Please send the completed form to:**

Wapello County Historical Society  
210 West Main Street  
Ottumwa, IA 52501

*All offers must complete the Collections Donation Information Form. We are very sorry that we cannot consider a donation without a completed form.*

### **What happens after I submit the Collection Donor Information Form?**

After we receive your form and photograph(s), we will review the artifact(s) and assess the suitability of the item—if it relates to the mission, is not a duplicate of another item in the collection, etc. If you leave the item(s) in our care you will sign a Temporary Deposit Receipt and will receive a copy.

We will also consider our ability to properly care for it as well as our ability to make it accessible to the public. A Collections Committee member may contact you for more information, but in most cases we will make our decision based on the information you have provided on the Collection Donation Information Form.

### **What happens after the Collections Committee makes a decision?**

If we accept your artifact donation offer, we will send you a Deed of Gift Form. We will then work with you to arrange the transfer of the object to the Museum. An acceptance of a donation does not mean the artifact will be immediately put on display. An artifact may be accepted if it compliments a future exhibit or display, or if it would be useful for research purposes.

If we are unable to accept your offer, we will contact you regarding the outcome as well as keep a record of the donation proposal. We sincerely encourage you to think of us again for future donations.

### **What is a Deed of Gift?**

A Deed of Gift is a legal document that transfers permanent ownership to the Wapello County Historical Society. It is considered irrevocable. Before offering an item, please be certain that all interested parties understand the implications of signing a Deed of Gift. Family members should be in agreement about the decision to make an offer and who has the legal authority to sign the Deed.

### **Can you give me a monetary appraisal of my item?**

The Internal Revenue Service (IRS) classifies museum and libraries as interested parties and so, by policy, the Wapello County Historical Society cannot provide monetary appraisals. To find a licensed appraiser in your area, you can request a referral from the following organizations: the American Society of Appraisers ([www.appraisers.org](http://www.appraisers.org)); the International Society of Appraisers ([www.isa-appraisers.org](http://www.isa-appraisers.org)); or the Appraisers Association of America ([www.appraisersassoc.org](http://www.appraisersassoc.org)).

### **Questions?**

If you have any further questions about this process, please contact us. We will make every effort to return your inquiry as quickly as possible. We appreciate your patience and understanding.

Wapello County Historical Society  
210 West Main Street  
Ottumwa, IA 52501

Phone: 641-682-8676

**Thank you for your interest in supporting the Wapello County Historical Society.**

# Wapello County Historical Society Collections Donation Information Form

Send to: Wapello County Historical Society  
210 West Main Street  
Ottumwa, IA 52501

## **Donor Contact Information**

Name: \_\_\_\_\_

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

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

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

## **Object Information**

Please list the items that you are interested in donating to WCHS with a detailed description. Also include a photograph of each object taken alongside a ruler, if possible.

Name/Kind of Object(s): \_\_\_\_\_

Name of Owner (if different from above): \_\_\_\_\_

Date of Object: \_\_\_\_\_ Measurements (length x width x height): \_\_\_\_\_

Condition:    \_\_\_excellent    \_\_\_very good    \_\_\_good    \_\_\_fair    \_\_\_poor

## **Item Description and History:**

For Museum Use Only:

Copy of Temporary Receipt to Owner \_\_\_\_\_

Approval of Collections Committee \_\_\_\_\_ Approval of Board of Directors \_\_\_\_\_

Deed of Gift \_\_\_\_\_ Accession Record \_\_\_\_\_

# Wapello County Historical Society Artifact Donation Temporary Deposit Receipt

## Terms and Conditions of Receipt of Ownership

The owner(s) or authorized agent of the owner(s) ("Depositor") warrants: (i) that he or she is the owner of item(s) listed on this receipt, or that he or she has been authorized by the owner(s) to place them with the Wapello County Historical Society for the purposes indicated and in accordance with the terms of this receipt, and that the owner is fully bound hereby as Depositor's principal; and (ii) that the item(s) are not subject to any ownership claims of any other person, institution or domestic or foreign government; and (iii) that all applicable domestic and foreign customs and export/import regulations have been complied with.

## Gifts

If the item(s) are being offered to Wapello County Historical Society as a gift, Depositor will be notified in writing of the approval or acceptance of the item(s) in whole or part to be acquired by the Wapello County Historical Society. Upon WCHS receipt of the signed deed of gift or Depositor's warranty, this receipt shall become null and void with respect to the accepted item(s).

## Care and Handling

While in the custody of WCHS, the item(s) shall be cared for in the same manner as if the property of WCHS. Attributions, dates and other information shown on this receipt are as given by Depositor, and should not be considered the opinion of WCHS. Any valuations or prices shown on the receipt are those stated by Depositor and are not to be construed as appraisals by Wapello County Historical Society or as a stipulation by Wapello County Historical Society as to those valuations.

## No Liability Insurance

Insurance on item(s) left at WCHS is the responsibility of the Depositor. By signing this receipt, Depositor hereby releases the Wapello County Historical Society, its directors, officers, agents, employees, successors and assigns, from and against any and all liability in connection with loss or damage to item(s) while on deposit or in transit.

## Acceptance

The Wapello County Historical Society will notify Depositor which item(s) WCHS will accept. All acceptances are subject to the WCHS current acquisitions policy. Materials which have been approved for acceptance shall remain at Wapello County Historical Society pending transfer of ownership. If no Deed of Gift for the materials is received within 90 days of notification to Depositor of the item(s) acceptance, all title in and interest to the item(s) shall be deemed transferred to Wapello County Historical Society without restriction or condition.

If the Wapello County Historical Society chooses to not accept your item(s) please choose one of the following:

- Option 1: Depositor agrees to remove all item(s) within 60 days after being requested to do so. At the discretion of Wapello County Historical Society, item(s) remaining at WCHS after this period may be disposed of as indicated in Option 2.
- Option 2: Wapello County Historical Society has permission to dispose of item(s) not accepted for acquisition by offering item(s) to another non-profit, tax-exempt historical or educational organization, by selling item(s) and using the proceeds to purchase other materials for WCHS, or, if neither above is possible, by discarding item(s).

Terms and Conditions of this  
receipt agreed to:

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

DEPOSITOR

*Revised: 12 November 2018*

Materials received by WCHS Collections  
Committee:

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

COLLECTIONS COMMITTEE MEMBER

## WCHS Preservation Committee Deed of Gift

I/we irrevocably and unconditionally give, transfer, and assign to the Wapello County Historical Society by way of gift, all right, title, and interests (including all copyright, trademark, and related interests that I/we may own) in, to and associated with the object(s) described below.

I/we affirm that I/we own said object(s) and that to the best of my/our knowledge I/we have good and complete right, title, and interests to give (including all copyright, trademark, and related interests that I/we may own).

I/we wish that the gift be acknowledged on the donor list as:

**Gift of:** \_\_\_\_\_

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

**Signature of Donor(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address of Donor:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

The Wapello County Historical Society acknowledges the donation of the object(s) described herein.

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

Board Chair  
WCHS

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