

Accession No: \_\_\_\_\_



## Temporary Custody Receipt Form

Date \_\_\_\_\_

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

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

\_\_\_\_\_

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

E-mail address: \_\_\_\_\_

1. I **initial** that I give the Monroe County History Center (MCHC) the right to take temporary custody of my possessions listed below for consideration. \_\_\_\_

2. Please **initial** if this is:

\_\_\_\_ An unconditional donation. The museum reserves the right to keep, lend, or otherwise dispose of the donated material once it is accepted (see reverse page for details). Please leave this section blank if it is not an unconditional donation.

3. Disposition if not accepted for MCHC collections. Please **initial** one option:

\_\_\_\_ Donor will pick up

\_\_\_\_ Materials may be sold to benefit MCHC through annual sale or auction

4. **Initial** how you would like to be acknowledged in the credit line for your donation:

\_\_\_\_ Anonymous      \_\_\_\_ Donor's name:      \_\_\_\_ In memorial of: \_\_\_\_\_

Number of objects you wish to donate: \_\_\_\_\_

**Sign on next page**

Brief description of objects: \_\_\_\_\_  
\_\_\_\_\_

Time period of the objects: \_\_\_\_\_

When were the objects acquired? \_\_\_\_\_

How or from whom were the objects acquired? \_\_\_\_\_  
\_\_\_\_\_

Condition of objects: \_\_\_\_\_

How do the objects relate to Monroe County?  
\_\_\_\_\_  
\_\_\_\_\_

Any other comments regarding your potential donation: \_\_\_\_\_  
\_\_\_\_\_

**Temporary Custody Receipt Conditions:**

- The Monroe County History Center (MCHC) acknowledges receipt of the item(s) listed for acquisition review by the Collections Committee. Object(s) listed on this document are for temporary custody at the MCHC. If items are accepted for collections, "Deed-of-Gift" forms listing the accepted material(s) will be mailed to the donor for a signature to complete the donation process.
- Items not accepted into to the History Center's collections will be returned to the donor or included in the Monroe County Historical Society's benefit sale or auction.
- Should the item(s) be returned to me if the MCHC does not accept it than, I will be notified and will be required to reclaim my property within 30 days of contact. Donor is responsible for retrieval of item(s) and failure to reclaim property within the specified time gives the MCHC the right to dispose of the property at its digression.

**Received by:** \_\_\_\_\_  
(Staff/museum representative signature)

**Received from:** \_\_\_\_\_  
(Donor signature)

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

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