



Donation Policy

The Monroe County History Center (MCHC) welcomes gifts of artifacts, books, historical documents, photographs, audiovisual materials, and other items pertaining to the history of Monroe County. The museum currently houses approximately 65,000 items dating from prehistory to present day with an extensive collection of materials from the last 200 years.

Due to limited storage needed for proper long-term care of our artifact collections and archives, the MCHC has developed acquisition guidelines and asks that prospective donors contact the museum in advance to schedule a delivery time to bring in their materials. Donors must complete and sign a **Temporary Custody Receipt Form** providing background information about the object(s) under consideration.

The form is available on the museum website (www.monroehistory.org) and can be filled out ahead of time or completed at the History Center. Sharing the stories behind your objects and their connection with Monroe County is invaluable. This information will be used to build exhibit content and will assist the museum in its efforts to preserve the collective narratives of the county.

After the Temporary Custody Receipt Form is submitted by the donor, the Collections Committee will meet to determine whether the items should be acquired and to which MCHC collection the objects should be transferred (Permanent, Library, or Education/Prop). The donor will then be notified of the committee's decision.

Acquisition Guidelines:

- Objects must be legal property of the donor
- Relevance to MCHC mission and focus on cultural or natural history of Monroe County
- Research value: detailed provenance or story of objects and intended use
- Physical condition of objects and preservation/conservation needs
- Adequate storage to properly house items long-term

Thank you for considering the Monroe County History Center for your donation. Should you have any questions, please contact MCHC Collections Manager, Hilary Fleck, at 812-332-2517, Ext: 6.

Monroe County History Center
202 E. 6th Street, Bloomington IN 47408
Phone: 812-332-2517
www.monroehistory.org

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 possession(s) 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 memory of: _____

Number of objects you wish to donate: _____

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Brief description of object(s): _____

Time period of the object(s): _____

When were the objects acquired? _____

How or from whom were the object(s) acquired? _____

Condition of object(s): _____

How do the object(s) 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.
- If the MCHC does not accept the item(s), I will receive notification 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 discretion.

Received by: _____
(Museum representative signature)

Received from: _____
(Donor signature)

Date: _____

Date: _____