



## 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The Monroe County History Center (MCHC) welcomes gifts of artifacts, books, historical documents, photographs, audiovisual materials, and other items pertaining to the history of Monroe County.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 sign a **Temporary Custody Receipt Form** providing background information about the objects under consideration.

The form is available on the museum website ([www.monroehistory.org](http://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:

- 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
- Objects must be legal property of the donor

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 or [collection@monroehistory.org](mailto:collection@monroehistory.org).

Monroe County History Center  
202 E. 6<sup>th</sup> St. Bloomington, IN 47408  
812-332-2517 | [www.monroehistory.org](http://www.monroehistory.org)



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

## Temporary Custody Receipt Form

Date \_\_\_\_\_

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

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

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

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

Please **check mark all** of the following:

1.  I give the Monroe County History Center (MCHC) the right to take temporary custody of my possessions listed below for consideration.
2.  I acknowledge that this is an unconditional donation. I understand that the MCHC reserves the right to keep, lend, or otherwise dispose of the donated material once it is accepted into the Museum Collections (see reverse page for details).
3. Please check mark **one option** for donated material not accepted into the Museum Collections.

Donor will pick up

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

4. **Check mark** 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: \_\_\_\_\_

**\*Please sign reverse 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:**

- I acknowledge that the items being considered for donation belong to me.
- 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 declines the donation then 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 discretion.

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

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

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

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