

# **The Colchester Historical Society, a 501c non-profit charitable corporation**

## **Artifact Donation Policy**

**Donation Acceptance:** The Colchester Historical Society (CHS) welcomes artifact donations that relate to its mission. The CHS Committee who will determine if there is an interest in accepting the donation. Reasons for not accepting a donation include duplication of items already in the CHS's collections, storage space or environmental constraints, provenance or condition limitations, or donor restrictions. Once donated, items become the property of the CHS who will have authority over the items care and disposition.

**Loan Acceptance:** As a general rule the CHS will not accept artifact loans due to potential liability and logistical issues. In special cases where a representative of the CHS Board of Governors Collections Committee and an artifact owner agree that the loan of an artifact(s) to the CHS meets a specific purpose then the owner or their legal representative must sign a waiver document relieving the CHS of any liability for the artifact while in its possession. Loaned artifacts remain the property of the owner and will be returned or otherwise disposed of in accordance to a written and signed instruction from the owner.

**Appraisals and Taxes:** Artifact donations to nonprofit organizations may be tax deductible. The CHS does not provide artifact appraisals or tax advice. A donor that wants a tax deduction may have an artifact professionally appraised at their own expense to determine a fair market value before donating the item to the CHS. When requested by a donor a CHS Board of Governors representative will provide a written receipt for an accepted artifact donation valued at more than \$250 or will complete the "Donee Acknowledgement" portion of IRS Form 8283 covering the receipt of non-cash charitable contributions for artifacts valued at more than \$500.

### **To offer artifacts for donation to the Colchester Historical Society, please follow these steps:**

1. A potential donor should arrange a meeting with a representative of the CHS Board of Governors Collections Committee in order to discuss the possible donation.
2. If the CHS Collections Committee representative is willing to accept the donation then the donor will be asked to complete a Donor Questionnaire form, being as thoroughly as practical, and the artifact is turned over to the CHS representative for inclusion to the CHS's collections.
3. In the case where an artifact is left in the CHS's possession anonymously a CHS Collections Committee representative will be contacted to make a decision as to whether to keep the item(s) or dispose of it.

### **Please remember:**

- ◆ An artifact may only be donated by the legal owners of the item.
- ◆ The Colchester Historical Society cannot guarantee that donated items will be exhibited.
- ◆ Anyone desiring to take a tax deduction for their gift to the Museum must have the item(s) appraised by a professional appraiser prior to the donation. The Museum cannot appraise items or recommend an appraiser.

## ARTIFACT DONOR QUESTIONNAIRE

Please answer as many of the following questions as possible. This information is very important in helping us to fully document artifacts in our collection and to use them in our exhibitions.

### Donor Information

Donor's Name: \_\_\_\_\_

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

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

\_\_\_\_\_

Telephone:(home)(work)(fax): \_\_\_\_\_

### Item Information (note: attach list or photos as needed)

Item(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How long have you owned this object? \_\_\_\_\_

How did you acquire it? Purchase Inheritance / Gift Found Other: \_\_\_\_\_

When did you acquire it? \_\_\_\_\_

How was the object stored? \_\_\_\_\_

Are there any documents (such as photographs, letters, bill of sale, or newspaper articles) related to the item? \_\_\_\_

\_\_\_\_\_

For photographs, please describe the event and/or the people depicted and the place and date it was taken. ? \_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where, when and by who was the object made? \_\_\_\_\_

\_\_\_\_\_

Was the object repaired or changed in any way while it was in your care? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please attach any supplemental documents to this form as necessary and mail it to The Colchester Historical Society, Attention Collections Committee, PO Box 13, Colchester, CT 06415*