

Atlantic Highlands Historical Society

Object Donation Form: Policy and Procedure

OBJECT CATALOGUE NO.

RECEIVED BY

DATE

DONOR LAST NAME

FIRST NAME

STREET ADDRESS

CITY

STATE

ZIPCODE

TELEPHONE NUMBER

EMAIL

☐ LOAN

☐ TO BE RETURNED IF NOT IN USE

☐ DO NOT RETURN

☐ CAN BE REPURPOSED

I am/We are the owner/owners of the object/s described in the schedule below and I/We hereby donate such object/s to the Atlantic Highlands Historical Society. The object/s donated is/are not encumbered in any way whatsoever. I/We acknowledge that the donation as such will result in the Atlantic Highlands Historical Society becoming the owner at law of the said object/s, with all rights and powers to do with the said object/s as it sees fit. This may include disposal, which includes in the first instance, efforts to return the object/s to the donor or the donor's heirs. I/We consent to the Atlantic Highlands Historical Society retaining the personal information disclosed below. I/We give permission to the above named museum to use the information I/We have provided about the history of the object/s for future museum purposes, including research, public research access, displays and publications.

The donation made herein by me/us will take affect at the time the Atlantic Highlands Historical Society takes actual control of the object/s and until that time I/We remain responsible for the said objects.

SIGNATURE/S

DATE

SCHEDULE OF ITEM/S DONATED

DONATION POLICY AND PROCEDURE

Once donated, item(s) become part of the museum's permanent collections. The Society carefully holds in public trust all items which it has received by donation. Disposal or exchange of any artifact(s) is called a "deaccession" and is made in full conformity with the museum's guidelines for management of interpretive collections. Deaccessions of item(s) in the permanent collection are at the Society's discretion. The Society may also sell deaccessioned items to cover operation expenses.

USE OF GIFTS

Only a percentage of the museum's collection can be displayed at any one time. Donated items are periodically rotated on display and periodically "at rest" in the museum artifact storage areas. Documentary, manuscript, books, printed, and pictorial materials reside in the museum's research library where, once cataloged, they are available by appointment in the Library. The Society also draws from the Library Collection for rotating and changing exhibits within the museum as well as for use in publications. Accompanying cash contributions are encouraged to help process, conserve, properly store, and make readily available large and significant donations.

APPRAISALS

If desired, a formal appraisal of a gift is the responsibility of the donor. The museum can provide a list of professional appraisal organizations that can help you find a suitable appraiser in your area. The IRS does not permit the benefiting institution to appraise donated objects.

TAX DEDUCTIONS

Donations to the museum are tax deductible, to the full extent allowed by law, for both federal and State of New Jersey income tax purposes. It is the responsibility of donors to confer with their tax advisors regarding the tax benefits, details, and implications of large donations. The museum cannot offer tax advice. As a general rule, the IRS permits advance formal appraisals only 60 days prior to the actual date of gift. When requested, the museum will complete IRS Form 8283 covering the receipt of non-cash charitable contributions.

REASONS A MUSEUM MIGHT DECLINE THE DONATION OF AN OBJECT

While we sincerely appreciate you considering the donation of an object to the Atlantic Highlands Historical Society, we want to remind you that a museum is not to be considered a regional or community "attic". The following is a list of five common reasons a museum might decline the donation of an object:

Object is out of the museums scope (wrong subject, geographic area, etc.) We may provide you with a list of alternative museums that might be interested.

Duplicate(s) already in collection: We might have similar objects of the same era already in our collection. We may provide the proposed donor with a list of alternative museums that might be interested.

Poor condition: We must be very wary of accepting items in poor condition that may tax museum space and conservation resources or are too fragile to exhibit.

Large Size: We must be wary of accepting items that may tax our limited storage and display space.

"Conditional gifts" and "Permanent loans": Museums generally reject objects donated with "conditions". We cannot accept an artifact with the condition, "This item must always be on display."

Please note that you may not receive an immediate response to your donation request, as the Collection Committee of the AHHS Board of Trustees plays an active part in considering such donations and meets on a limited basis.

Thank You.

The Atlantic Highlands Historical Society