



Receipt No. (mmddyyyy-#): _____

Accession No. (from book): _____

CUSTODY AND DEED OF GIFT FORM

Lebanon County Historical Society, 924 Cumberland St., Lebanon, PA 17042

PROSPECTIVE DONOR: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **E-mail:** _____

The prospective donation described below is placed in the custody of the Lebanon County Historical Society and considered as:

- An unconditional donation. The LCHS reserves the right to keep, lend, or otherwise dispose of the donated material.
- To be considered for accession, pending research or staff consultation.
- I would prefer my donation remain anonymous. _____

If prospective donation is not accepted for accession:

- LCHS will contact source for timely pick-up.*
- Please dispose of or destroy.
- May be sold to benefit the LCHS.

*Materials not picked up after ninety (90) days will be disposed of, destroyed, or sold.

DONOR DESCRIPTION OF PROSPECTIVE GIFT: _____

DONOR ASSIGNED VALUE: _____

Gifts to the Lebanon County Historical Society are tax deductible as charitable contributions. However, it is the donor's responsibility to secure appraisals to support deductions—the LCHS does not provide appraisals. If requested, we can provide a letter acknowledging the gift.

GIVEN IN MEMORY/HONOR OF: _____

—OVER—

ACCESSION AND DEACCESSION POLICIES:

- Donation must be relevant to the history of Lebanon County, Pennsylvania, and consistent with the mission of the Lebanon County Historical Society.
- The Society must be able to provide proper care and storage for donated item(s) in keeping with professionally-accepted standards.
- Acceptance of the donation shall not result in major expense in conservation or transportation disproportionate to its significance or usefulness in exhibition or research
- It is intended that the donated item(s) accessioned into the permanent collection shall remain in the collection as long as it retains physical integrity, unchallenged authenticity and relevance for the purposes and activities of the Society. However, the Society reserves the right to deaccession objects from their collection for any reason.
- The Society may send deaccessioned objects to auction, transfer or trade them with a historical organization.
- Any monies realized from the potential sale of a deaccessioned object will be placed in the fund for future acquisitions and restoration and will not be applied to the general operating budget.

I/We am/are willing to transfer custody of this donation to the LCHS under the conditions specified on the previous page, in consideration for possible accession. I/We have also read and accept the accession and deaccession policies of the LCHS for the item(s) donated:

SIGNATURE OF PROSPECTIVE DONOR _____

DATE _____

STAFF/LCHS VOLUNTEER USE ONLY:

PROVENANCE OR OTHER IMPORTANT DETAILS:

Received by _____ **DATE** _____

Accepted by museum _____ **Accepted by archives/library** _____ **Returned** _____ **Sent to auction** _____

Accessioned by _____ **DATE** _____