



Receipt No. (mmddyyyy-#): \_\_\_\_\_

Accession No. (from book): \_\_\_\_\_

### CUSTODY AND DEED OF GIFT FORM

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

**DONOR:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

By checking this box the donor recognizes the donation described below is placed in the custody of Lebanon County Historical Society and is considered an unconditional donation. LCHS reserves the right to keep, lend, or otherwise dispose of the donated material. This form is void unless this box is checked.

I would prefer my donation remain anonymous.

**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 HONOR OF:** \_\_\_\_\_

#### 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, or transfer them to other historical organizations.

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 above. I/We have also read and accept the accession and deaccession policies of the LCHS for the item (s) donated:**

**SIGNATURE OF DONOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

**STAFF/LCHS VOLUNTEER USE ONLY:**

**PROVENANCE OR OTHER IMPORTANT DETAILS:**

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**Received by** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Accepted by museum** \_\_\_\_\_ **Accepted by archives/library** \_\_\_\_\_ **Sent to auction** \_\_\_\_\_

**Accessioned by** \_\_\_\_\_ **DATE** \_\_\_\_\_