



**Lebanon County
Historical Society**
— Organized 1898 —

Receipt No. (mmddyyyy-#): _____

Accession No. (from PastPerfect): _____

CUSTODY AND DEED OF GIFT FORM

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

Donor(s): _____

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

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

*Please provide your own name and contact information. Relatives can be named in the "given in honor of" field.

Donor description of prospective gift: (Please be specific and note any additional attached information) _____

Donor assigned value (optional): _____ ☐ **I would prefer my donation remain anonymous (optional).**

Gifts to the Lebanon County Historical Society (LCHS) 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 (optional): _____

Accession and Deaccession Policies:

- The donated item(s) must be relevant to the history of Lebanon County, Pennsylvania, and consistent with the mission of the LCHS.
- The LCHS 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 LCHS. However, the LCHS reserves the right to deaccession objects from its collection for any reason.
- The LCHS 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.
- No donation may be left on LCHS property without a completed, signed copy of this form and LCHS approval.

☐ **By checking this box, the donor recognizes that title to the donation described above is transferred to the Lebanon County Historical Society (LCHS) 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/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** _____

STOP

THE SIDE IS FOR LCHS STAFF/VOLUNTEER USE ONLY

Staff notes on provenance or other important details:

Staff/volunteer instructions: Do not allow any donation to be left on LCHS property by a donor without prior approval from the appropriate staff or volunteer(s) and a completed and signed copy of this form. The donor must write their own name on the form and sign for themselves. Write any pertinent information above. If there is more information or a list attached, have the donor write “see attached” in the description field. If you are the one present when the donation arrives, sign and date the “received by” line immediately. Notify the archivist and/or museum committee that the donation has been received.

Received by: _____ **DATE** _____

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

Museum Items Accepted/Auctioned by: _____ **DATE** _____

Archival Items Accepted/Auctioned by: _____ **DATE** _____

Accessioned by: _____ **DATE** _____