





#### **DONATION POLICY AND PROCEDURE:**

Once donated, item(s) become part of the museum's permanent collections. The MSMLMA carefully holds 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 collections. Deaccessions of item(s) in the permanent collection are at the discretion of MSMLMA. MSMLMA may also sell deaccessioned items to cover operation expenses.

#### **USE OF GIFTS:**

In the event that too many artifacts are donated, only a percentage of the museum's collection can be displayed at any one time. Donated items may be rotated on display, periodically "at rest" in artifact storage areas. Accompanying cash contributions are encouraged to help process, conserve, properly store, and make readily available large and significant donations.

#### **REASONS A MUSEUM MIGHT DECLINE THE DONATION OF AN OBJECT:**

While we sincerely appreciate you considering the donation of an object to the Melanee Smith Memorial Library Museum Addition, 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 be able to 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 be able to 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 be 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 may not be able to accept an artifact with the condition, "This item must always be on display" due to limited storage and display space.

Please note that you may not receive an immediate response to your donation request, as the MSMLMA staff is limited, and will go through donation forms in the order in which they were received.

Thank You.

The Melanee Smith Memorial Library Museum Addition