

Thomaston Historical Society Acquisition & Donor Guidelines

The large number of objects already under our care, dictates that we follow strict criteria when determining whether to accept new pieces donated to the Thomaston Historical Society, Inc. (hereby known as the 'Museum'). Factors include not only storage but long-term management costs and potential for research and exhibition use. The decision to accept a donation lies with the Thomaston Historical Society based upon the following criteria:

RELEVANCE:

The item(s) must be consistent with and relevant to the stated purpose, scope, and activities of the Museum as follows:

- a). Items that were made, manufactured, or invented in and by Thomaston residents.
- b). Books and documents about people from Thomaston or items they made.
- c). Items that were used, displayed, or sold by businesses in Thomaston.
- d). Items that were used by residents of Thomaston for their job or livelihood.

UPKEEP AND STORAGE:

Primary consideration will be given to the Museum's ability to provide proper care and storage for any artifact. No item(s) will be considered for acquisition if future care, storage, and preservation needs exceed the Museum's resources. Donations that include financial support for long-term storage and preservation are encouraged.

CONDITIONS:

The Museum will not accept items with restrictions or conditions. All title and any applicable copyright for all item(s) becomes the sole property of the Museum and is obtained free and clear for use or future disposition.

The Museum does not accept items which have been illegally imported or exported as set forth in the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, or subsequent agreements, or applicable state, or federal statutes. The provenance of acquired items shall be a matter of public record. If the Museum discovers that it has acquired item (s) in violation of the above statement, the Museum shall seek to return the item(s) to the legal owner or shall seek to determine the proper means of disposition through recognized authorities.

All donations to the Museum's collections are irrevocable upon the formal and physical transfer to the Museum.

All acquisitions by gift or bequest to the Museum will remain in the possession of the Museum for as long as they retain their physical integrity and authenticity, and as long as they remain relevant for the purposes of the Museum's mission.

The Museum does not guarantee to place donated items on display, to keep multiple items together as a unity, or to acknowledge publicly the donor's name with each item in an exhibit.

The Museum does not provide identification services or appraisal values for donated items. Donors are responsible for appraisals of value.

Items loaned to the Museum is subject to our Loan Agreement and must be for a limited duration and put on display in the Museum

DISPOSAL

If the Board decides an item should be removed from our collection, they would then consider the following options for each item provided there is no pre selection in the Deed of Gift by the donor:

If the donor is known and is still alive, contact donor about disposal whether they wish an item be returned to them or disposed of according to the following criteria.

- Donate the item to another museum or historical organization.
- Sell or auction the item.
- Dispose of the item.