



Skagit County Historical Museum  
PO Box 818/ 501 S. 4th St.  
La Conner, WA 98257  
TEL 360.466.3365 FAX 360.466.1611  
[www.skagitcounty.net/museum](http://www.skagitcounty.net/museum)

## TEMPORARY CUSTODY AGREEMENT

Gifts of historic materials and artwork play an important role in helping the Museum expand its permanent collection. Objects offered for acquisition must be reviewed and approved by the Museum's Collections Committee, which is charged with accepting only those items of Skagit County historic significance in support of the Museum's mission. To assist us in our review, please complete all sections describing each proposed item in your donation.

1. All available information on the age, history, and origin of the object (s) and it's connection to Skagit County.

2. Description of the object (s):

Material (s) \_\_\_\_\_ Color \_\_\_\_\_

Dimensions \_\_\_\_\_ Condition (circle one): poor fair good excellent



Skagit County Historical Museum  
PO Box 818/ 501 S. 4th St.  
La Conner, WA 98257  
TEL 360.466.3365 FAX 360.466.1611  
[www.skagitcounty.net/museum](http://www.skagitcounty.net/museum)

## TEMPORARY CUSTODY CONDITIONS

The Skagit County Historical Society and Museum (hereinafter MUSEUM) is a non-profit entity established to acquire, preserve, interpret and display materials that illustrate the history of Skagit County.

### CARE AND HANDLING

The MUSEUM will give objects left in its custody the same care as it does to comparable property of its own, but will assume no additional responsibilities in regard to such objects. It is understood by the *Source* that all tangible objects are subject to gradual inherent deterioration for which the MUSEUM is not responsible. The absence of condition notes on this receipt does not imply that the objects were received in good condition. The MUSEUM will not be obligated to clean, restore, reframe or otherwise alter the objects.

### INSURANCE

The *Source* hereby releases the MUSEUM, its agents and employees, from liability for any and all claims arising out of loss or damage to such objects, except to the extent of the MUSEUM's insurance coverage, if any.

### PUBLICITY/PHOTOGRAPHY

The *Source* agrees that the objects covered by this document may be photographed for record, publicity or educational purposes.

### RETURN AND END OF TEMPORARY CUSTODY

If the objects are not accepted into the collection, the *Source* will be notified in regarding a pickup date. Objects remaining 90 days after the pickup date may be disposed of at the discretion of the MUSEUM.

### PURPOSE

MUSEUM collections are used for exhibit and educational purposes, usually in a visual manner. Acceptable material will consist of artifacts of cultural, historical or technological significance to Skagit County. Gifts to the MUSEUM are considered outright and unrestricted donations to be used in the best interests of the MUSEUM. The MUSEUM reserves the right to determine when or how such material will be used. Because the MUSEUM has a flexible exhibit policy for educational and preservation purposes, artifacts on exhibit will rotate frequently. Usually, accepted gifts are considered important or the best available at the time acquired. However, no institution can predict nor govern the changing attitudes of future generations, nor guarantee permanency. It is understood that the MUSEUM has *full powers of management, display, conservation and disposition of the donated property/item*. This authority includes the power to transfer the property/item to another institution for use in its exhibits, collections, or programs, or otherwise provide appropriately for the material in the event that it should be deemed inappropriate for retention by the MUSEUM. It is sometimes impractical to evaluate all material at the time of acquisition. Upon evaluation, some material may be declared expendable, and certain material in existing collections may become expendable. Declaration of any material as expendable shall be made by the Board of Trustees and supervisory Staff of the MUSEUM

### TAX DEDUCTIBLE DONATION(s)

Donations of tangible items may be tax deductible to the extent of the full fair market value of the objects donated. It is the sole responsibility of the prospective donor to provide fair market valuation. The Museum is prohibited from providing a tax receipt for gifts of \$1,000 or more without a formal written appraisal submitted by the prospective donor.

Due to IRS law, museum professionals are discouraged from directly appraising, authenticating or identifying art as a public service. Our participation in such activities can be seen as potentially creating conflicts of interest.



Skagit County Historical Museum  
 PO Box 818/ 501 S. 4th St.  
 La Conner, WA 98257  
 TEL 360.466.3365 FAX 360.466.1611  
 www.skagitcounty.net/museum

## TEMPORARY CUSTODY CONDITIONS

The *Source* certifies that to the best of their knowledge the gift has been obtained in an ethical and legal manner. The *Source* received no goods or services in exchange for this gift. This is an agreement between the *Source* and the *MUSEUM*. Any variation in terms must be recorded in writing on the face of this document and approved, in writing, by both parties.

I (we) certify that I (we) own the property described. I (we) hereby transfer irrevocably to the Skagit County Historical Society and Museum, all right, title and interest in the personal property described below, and all legal title and copyright and literary right in said personal property, if any. I (we) waive all rights in or to said property, its use or disposition. I (we) have read and agree to the Terms and Conditions the Skagit County Historical Museum Policies.

Source (Print) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

SCHM Staff Received by (Print) \_\_\_\_\_ Title \_\_\_\_\_

Source Signature: \_\_\_\_\_ Date : \_\_\_\_\_

Skagit County Historical Museum Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>This section to be completed by staff only:</b>	
Accepted for: ___ Permanent Collection	___ Ed. Study ___ Auction or Garage Sale
___ Props	___ Other _____
<b>Museum Copy    Donor Copy (circle one)</b>	