



Thank you for considering an artifact donation to the Champaign County History Museum. We are grateful that you are willing to offer a piece of your private collection to the public trust and ensure that future generations learn about conditions and events that have shaped our county. In the following pages you will find the forms necessary to legally transfer your object to the museum collection. We ask that you please take great care in compiling information pertaining to the object as this paperwork remains with the object and helps ensure the proper story is told.

Conditions Governing Gifts

Please read and understand these conditions prior to finalizing the gift forms

- 1) It is understood that all gifts are outright and unconditional unless otherwise noted upon this gift agreement by the Champaign County History Museum
- 2) Because of limited exhibition space and conservation concerns, the Champaign County History Museum cannot promise permanent exhibition of any object in the collection.
- 3) Gifts to the Champaign County History Museum may be deductible in accordance with the provisions of federal income tax laws.
- 4) The donor named on the front of this form has not received any goods or services from the Champaign County Historical Museum in return for this gift.
- 5) The Champaign County History Museum is not permitted to furnish appraisals. It is the responsibility of the donor to obtain appraisals of the donated objects from a qualified independent appraiser in accordance with IRS regulations.
- 6) The Champaign County History Museum gratefully acknowledges your gift to their collection. It is the museum's policy to include the donor's name when their donation is used in an exhibit or displayed on their website. Please indicate on the front of this form how you would like to be acknowledged on exhibit labels. If you wish to remain anonymous, please write "anonymous" on the Credit line.

Temporary Custody Form

Please complete one form and include with the object(s).



Date

Donor Name

Source Name (if different than donor)

Donor Address

City

State

ZIP

Email Address

Phone Number

LIST OF ITEMS (use back side for more items)

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

If the Museum chooses not to accept these items, I wish for them to be:

☐ Returned to Donor ☐ Discarded at Museums Discretion ☐ Other _____

STAFF ONLY: _____

Museum Representative

Date Accepted

Object Information Sheet

(Please complete one form for each object)



Collections of documents or photographs may be considered as one object. Please provide as much detail as possible about the object and pay special attention to describing the objects significance to the history of Champaign County.

Object Name _____

Type of Object

☐ 3D Object ☐ Photograph(s) ☐ Textile ☐ Document(s) ☐ Book
Total Number _____ Total Number _____

Condition

☐ Excellent ☐ Good ☐ Fair ☐ Poor Explain: _____

Describe the Objects appearance and size

How did the object come into your possession? (Relationship to original object owner)

Original Owner Information (Data on the person who originally owned the object)

List the name of individuals primarily related to the object

How does this item relate to the history of Champaign County, Illinois?

Date item purchased,
made, developed?

Who made or purchased the
item?

Where was the item made or
purchased?

Contribution for the Preservation of the Artifact



Maintaining our collection is a labor intensive and costly endeavor. The price of materials needed for proper storage continues to rise while support for museums such as ours remains in the giving hands of volunteers and donors.

As part of your gift we ask that you consider a donation to the museum to apply toward adequate storage of your object. Below are some recommended gift amounts based on the needs of the donation. Specific estimates can be obtained for you based on the objects you are donating.



1 Acid Free Archival Bankers Box

\$9.00-\$7.00/each



1 Acid Free Document Box

\$7.00- \$14.00/each



1 Costume Storage Box

\$66.00 – 70.00/each



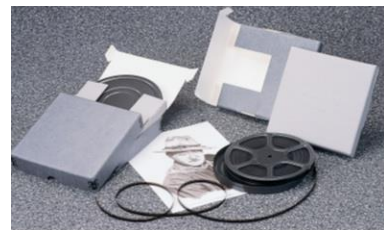
1 Keepsake Dress/Gown/Uniform Preservation Kit

\$45.00/each



3 Mil Archival Polyester Envelopes

\$17.00 - \$20.00/pkg of 10



Film Reel Storage Boxes

\$9.00 - \$16.00/each

I wish to include a donation in the amount of \$_____ toward the preservation of my object.

Please make checks payable to:
Champaign County History Museum
c/o Collection Preservation Fund
102 E. University Avenue
Champaign, IL. 61820