



The Evelyn Burrow Museum at Wallace State Community College

DONATION OF ARTWORK AND OTHER ITEMS

The Evelyn Burrow Museum at Wallace State Community College welcomes the donation of objects that will complement and fulfill our current collections. As outlined below, the Museum follows a policy of selective acquisition. Each donation request is greatly appreciated and will be thoughtfully considered by Museum staff to determine if the gift is appropriate for the Museum's mission and in line with our Collections Management Policy. Acceptance of donations is made upon recommendation by the Museum and approval by the President of Wallace State Community College.

If you are interested in making a donation of artwork or other items The Evelyn Burrow Museum, please complete this form, attaching a list of items to be donated, and return to the appropriate museum professional:

Museum Administrator, Kristen Holmes, kristen.holmes@wallacestate.edu, The Evelyn Burrow Museum, P.O. Box 2000, 801 Main Street NW, Hanceville, AL 35077.

(Monetary donations are always welcome and give the Museum flexibility to fulfill its mission in areas where funds are needed most, including organizing visiting exhibitions and related programming. Make checks payable to Wallace State, referencing Burrow Museum Donation in the subject line.)

Please note: Due to restrictions of limited funds, storage space, or concerns of an object's required preservation needs, only inquiries which are of specific interest and in line with the criteria outlined may be considered.

REQUEST TO DONATE ARTWORK AND OTHER ITEMS

Name/Donor(s): _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

The above named donor(s) hereby certify that ***he/she/they possess clear and unrestricted legal title to the object(s) described in EXHIBIT A attached and hereby relinquish all right, title, and interest in the same object(s) for the purpose of making an unrestricted gift of the object(s) to The Evelyn Burrow Museum at Wallace State Community College.***

NOTE: As outlined in the Collections Policy of the Burrow Museum, which is in accordance with the American Alliance of Museum's ethics and best practices for collections management, all donations are considered **outright and unconditional** gifts to be used at the Museum's discretion.



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Mission

The Evelyn Burrow Museum at Wallace State Community College is committed to enriching the communities it serves by providing access to fine and decorative arts, encouraging interdisciplinary exploration inspired by art, fostering an appreciation for art that reaches beyond creative expression and uniqueness to exquisite craftsmanship and attention to detail, and affording opportunities for cultural and cross-cultural enrichment, which inform the viewer's appreciation of art and understanding of lives beyond our own.

Museum collections are used for exhibition, research, and other educational purposes.

Acquisitions/Donations: The Museum follows a policy of *selective acquisition*. Artwork and other object(s) and artifacts acquired by the Museum should have a connection to Museum's Mission. Museum acquisitions may occur through gift, donation, and bequest, as well as other lawful means. Restrictions of limited funds, limited space, expense of preservation and conservation, staffing and other limitations make unlimited acquisition unfeasible. Completion and submission of this document by, or on behalf of, the donor(s) confirms that the donor(s) has read the following criteria, agrees to the terms of the donation, and confirms that the item(s) meets the Museum's guidelines for acquisition:

Acquisition Terms: Please review the following terms for Museum acquisitions:

1. The item(s) must be consistent with the mission of the Museum.
2. Consideration will be given to the Museum's ability to provide proper care and storage for any artifact.
3. Items must have clear title and be free of copyright restrictions. Any donations must have of established and unquestioned provenance.
4. The Museum is bound by international antiquities and federal endangered species laws, including the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property; the Endangered Species Act, and the Convention of International Trade in Endangered Species for Wild Fauna and Flora.
5. A 30-day review period may be requested for any proposed acquisition.
6. All acquisitions are to be outright and unconditional. The Museum cannot guarantee that objects donated will be placed or remain on display, or that they will be exhibited or stored intact as a single collection. In addition, please be aware that curatorial decisions may result in objects being deemed more appropriate for use in other departments or to be deaccessioned.
7. All donations to the Museum's collections are irrevocable upon the formal and physical transfer to the Museum.
8. All relevant legal instruments of conveyance and warranty of title, signed by the donor/seller/agent setting forth an adequate description of the items involved and the precise conditions of the transfer shall accompany all acquisitions.



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9. Federal law prevents the Museum from providing appraisal values for donated items. Donors are responsible for appraisals of value prior to donation request. Donations are tax deductible within IRS guidelines. Please consult your tax advisor. Wallace State Community College will issue a letter of verification confirming acceptance of your donation by the Museum, but donors are responsible for any appraisals of value.

Upon receipt of this form, Museum staff will review the donation request and, if the request meets Museum criteria, a recommendation will be made to the President of Wallace State Community College to accept the donation.

ACCEPTANCE OF DONATION

Recommendation for Acceptance of Donation Items Listed on Exhibit A

Museum Administrator

Date

Acceptance of Donation of Items Listed on Exhibit A by Wallace State Community College President

President

Date

Outright and Unconditional Donation of Items Listed on Exhibit A from Donor to The Evelyn Burrow Museum at Wallace State Community College

Donor

Date