

Warranties

The Donor warrants that, to the best of the Donor's knowledge, the Donor owns the physical property in the Collection, free and clear of any liens, and the Donor has full right, power, and authority to transfer the Collection to the Southern Forest Heritage Museum.

Use by Donor

1. The Donor may have access to their donations and the Collection during the Southern Forest Heritage Museum's normal business hours, consistent with Southern Forest Heritage Museum practices and procedures governing access by the general public.
2. In the event the Donor wishes to borrow any materials they themselves donated or part of the Collection, the Donor and Southern Forest Heritage Museum (the parties) will enter into an agreement of loan specifying such details and what is to be borrowed out of the Collection. The Donor will pay a security deposit of _____ and it will be returned if the materials return safely back to the Southern Forest Heritage Museum. If the materials are shipped, insured, or handled, the Donor is to pay for such expenses, unless the parties have agreed on a different course of action. If materials are damaged and need repairs the parties will agree upon a course of action and costs; if the parties cannot agree the Southern Forest Heritage Museum's valuation will control.

Contact

Name: _____

Cell Phone: _____ **Landline:** _____

Email (print clearly and in the way the email address is formatted, i.e. do not uppercase all letters unless email is all uppercased letters)

Address: _____

In witness whereof, the authorized representatives of the parties have signed this agreement effective as of the date of the last signature.

Donor

For Southern Heritage Museum

Signature By:

Signature By:

Name printed:

Name printed:

Title:

Date:

Date:

Provenance/Donation Form

Name: _____

Date: _____

What are you are donating to the Southern Forest Heritage Museum as a/an _____? Please circle.

Archivist Artist Docent Donor New Donor Staff Volunteer

Why are you giving your donation(s) to Southern Forest Heritage Museum? Please circle.

I am donating because the item(s) is/are:

Destroyed Discarded a Gift/Donation a Sale a Trade

Description: Please list the title(s), a short description(s) and where the item(s) is/are from. May continue back if need be or create own separate list to attach at a later date. If choosing to make your own list, please clearly label that it is to go along with the Provenance/Donation Form with the same signature and date.

Remarks:

Signature of Donation: _____

(Museum fills out)

What is the manner in which the Southern Forest Heritage Museum is acquiring the item(s)? Please circle.

Bequest Found Gift Loan Purchase Trade Transfer

Signature of Southern Forest Heritage Museum: _____