



ACCESSION FORM
TEMPORARY CUSTODY

Date: _____

Owner: _____

Contact: _____

Address _____

Town: _____ **Postal Code:** _____

Phone Number: _____

Email: _____

Reason For Drop Off:

Intent to Donate Item(s)

Temporary Loan for Exhibit Purposes

Other: Please Explain _____

Received Items: *(Only list items that are physically received)*

	Item Description	A/R	R	Date
1			<input type="checkbox"/>	
2			<input type="checkbox"/>	
3			<input type="checkbox"/>	
4			<input type="checkbox"/>	
5			<input type="checkbox"/>	
6			<input type="checkbox"/>	
7			<input type="checkbox"/>	
8			<input type="checkbox"/>	
9			<input type="checkbox"/>	
10			<input type="checkbox"/>	

Please fill out a separate sheet if there are more than ten items being donated.

Shaded area is for staff use.



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Intent to Donate:

- Additional information such as provenance about the items listed has been attached to this form. Additional information is clearly labeled as to which object it refers to.
- Were any of these items used or made in West Parry Sound? If yes, please star the items that this does not apply to.
- Were any of these items used or made by a resident of West Parry Sound? If yes, please check the items that this does not apply to.

I understand that should my donation be accepted into the Permanent Collection there is no guarantee as to when or if it will be put on display

Initials

I understand that my donation will be reviewed by the Collection Committee and that should items be accepted for the Permanent Collection I will be required to complete a donation form transferring ownership to the West Parry Sound District Museum. It may take two to four months for items to be reviewed.

Initials

I understand that if I fail to pick up items that were not accepted in to the Permanent Collection within 12 months of notification the West Parry Sound District Museum will dispose of the items.

Initials

Temporary Loan for Exhibit Purposes:

Exhibit Name: _____
Start Date of Exhibit: _____ End Date of Exhibit _____
Proposed Return Date: _____
Credit Line: _____

I understand that if I fail to pick up items within 12 months of the end of the loan agreement the West Parry Sound District Museum assumes ownership of the items.

Initials

I understand that, once ownership of items has been transferred to the West Parry Sound District Museum, the museum reserves all rights to accession items into the permanent collection or dispose of items.

Initials

Items Received by:

Staff Name Printed

Date

Staff Signature

Items Dropped off by:

Please Print

Date

Signature
