



**The Blue Mountains Public Library,
Craigeleth Heritage Depot**

113 Lakeshore Road E., Blue Mountains,
ON L9Y 0N1
Phone: 519-599-3681 x 6
Museum@thebluemountains.ca
www.thebluemountains.ca



Offer of Donation

Donor Information:

Full Name of Individual or Institution:

Address:

Phone: Email:

If you are donating **on behalf of another person or a business/institution**, please indicate your name below:

Full Name:

If you are donating **on behalf of an estate**, please indicate the name of the estate below:

Full Name:

Your Donation

To the best of your ability, please describe the item(s) you wish to donate. The number of items, age of items, condition of items, and any further descriptive details that would be helpful to Museum staff. Please ask staff for additional pages if necessary.

Provenance: How did you come to own the above item(s)? Do you know the items' history of ownership? Generally, do you know the history of the item(s)? How do the items relate to the history of Collingwood Township or the Town of The Blue Mountains?

Should the above item(s) not be accepted, the donor instructs:

- Items should be returned to the donor's care.
- Items are left to Museum disposal. We do our best to find suitable homes for rejected artifacts.

The Donation Process

Once examined and listed by Museum staff, items will be reviewed by the curator. All donors receive an email or letter to inform them of their donation's status.

The Donation Agreement

The undersigned donor agrees that:

- The Donor is the sole and rightful owner of the items described above and has the full right to transfer ownership of said items.
- The donor hereby gives and transfers unto the Craigleith Heritage Depot and The Blue Mountains Public Library full, unencumbered title, and in perpetuity to the above-listed items, and assigns to the Craigleith Heritage Depot and The Blue Mountains Public Library the copyright for all items in the donation previously held by the Donor.
- Ownership of the items is assigned unto the Craigleith Heritage Depot and The Blue Mountains Public Library, its successors, and administrators, and assigns absolutely.
- The Donor understands that the Craigleith Heritage Depot has full discretion to use donated items for [] physical exhibit display, [] digital exhibit display, [] reproduction, [] social media, and/or [] research.
- The Donor understands that donation does not guarantee exhibit display, as a majority of our collection is in storage, where artifacts can be safely preserved.

- The Donor has read, understood, and agreed to the foregoing, acknowledging same by undersigning, and dating this document.

Signature of Donor

Witness Signature

Date Signed: _____ Date Signed: _____

The Craigeleith Heritage Depot gratefully acknowledges this donation, having satisfied the criteria established in the *Craigeleith Heritage Depot Collection Management Policy*.

Acceptance by Curator:

Date: _____ Signature: _____

Upon the Return of Unaccepted Items

The Craigeleith Heritage Depot has declined the accession of some or all of the above items, as detailed in the donations associated Acquisition Record. The Craigeleith Heritage Depot hereby returns and transfers unto the above-stated Donor full and unencumbered title to the above-listed items not accessioned into the Museum collection and assigns to the Donor the copyright for above-listed items not accessioned into the Museum collection. The undersigned Donor and Museum Curator guarantee that donated items not accepted into the Museum collection as detailed by the associated Accession Report have been returned to the care of the Donor.

Signature of Donor

Curator Signature

Date Signed: _____ Date Signed: _____