

# ARTIFACT DONATION TEMPORARY DEPOSIT RECEIPT

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**RECEIVED FROM:**

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Depositor's Name

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Donor's Name (if different)

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Street address

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Street address

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City, State                      Zip code

-----  
City, State                      Zip code

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Telephone

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Telephone

Purpose:                      acquisition consideration                      loan consideration                      study/other

Date received:                      Via:                      Solicited/Unsolicited

The item(s) described below, or on the attached pages, have been received by the Geneva History Museum and are subject to the terms and conditions set forth on the reverse.

**ITEM DESCRIPTION AND HISTORY**

Check here if additional items are listed on additional sheets; total number of sheets

**For museum use only:**

Accession number \_\_\_\_\_ Deed of Gift \_\_\_\_\_ Gift Letter \_\_\_\_\_ Date sent \_\_\_\_\_

Accession record \_\_\_\_\_ Catalog \_\_\_\_\_ Worksheet \_\_\_\_\_ Numbered \_\_\_\_\_

# ARTIFACT DONATION TEMPORARY DEPOSIT RECEIPT

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## TERMS AND CONDITIONS OF RECEIPT

### Ownership

The owner(s) or authorized agent of the owner(s) ("Depositor") warrants: (i) that he or she is the owner of item(s) listed on this receipt, or that he or she has been duly authorized by the owner(s) to place them with GHM for the purposes indicated and in accordance with the terms and conditions of this receipt, and that the owner is fully bound hereby as Depositor's principal; and (ii) that the item(s) are not subject to any ownership claims of any other person, institution or domestic or foreign government; and (iii) that all applicable domestic and foreign customs and export/import regulations have been complied with.

### Loans

If the item(s) covered by this receipt is the subject of a loan agreement with GHM, the terms of such loan agreement (other than any description of the item(s), including condition) shall supersede the terms of this receipt.

### Gifts/Purchases

If the item(s) are being offered to GHM for sale or as a gift, Depositor will be notified in writing of the approval or acceptance of the item(s) in whole or part to be acquired by GHM. Upon GHM's receipt of the signed deed of gift or Depositor's warranty, this receipt shall become null and void with respect to the accepted item(s).

### Care and Handling

While in the custody of GHM, the item(s) shall be cared for in the same manner as if the property of GHM. The absence of condition notes on this receipt does not imply that the item(s) was received in good condition. GHM will not clean, restore, reframe or otherwise alter the item(s) without the written consent of Depositor. If such work has been authorized, the cost will be subject to special written agreement between Depositor and GHM. Attributions, dates and other information shown on this receipt are as given by Depositor, and should not be considered the opinion of GHM. Any valuations or prices shown on the receipt are those stated by Depositor and are not to be construed as appraisals by GHM or as a stipulation by GHM as to those valuations.

### No Liability Insurance

Insurance on item(s) left at GHM is the responsibility of the Depositor. By signing this receipt, Depositor hereby releases GHM, its directors, officers, agents, employees, successors and assigns, from and against any and all liability in connection with loss or damage to item(s) while on deposit or in transit.

### Acceptance

GHM will notify Depositor which item(s) GHM will accept. All acceptances are subject to GHM's current acquisitions policy, a copy of which will be furnished to Depositor upon request. Materials which have been approved for acceptance shall remain at GHM pending transfer of ownership. If no Deed of Gift for the materials is received within 90 days of notification to Depositor of the item(s) acceptance, all title in and interest to the item(s) shall be deemed transferred to GHM without restriction or condition.

### Disposition of items not accepted: Check one option

1. Depositor agrees to remove all item(s) within 30 days after being requested to do so. At the discretion of GHM, item(s) remaining at GHM after this period may be disposed of as indicated in option 2.
2. GHM has permission to dispose of item(s) not accepted for acquisition by offering item(s) to another non-profit, tax-exempt historical or educational organization, by selling item(s) and using the proceeds to purchase other materials for GHM, or, if neither above is possible, by discarding item(s).

Terms and Conditions of this  
receipt agreed to:

Materials received by:  
Geneva History Museum

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DEPOSITOR

Date:

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BY ITS

Date: