

# **JUNIATA COUNTY HISTORICAL SOCIETY DONATION FORM**

*Due to limited space and resources, donations to the JCHS collection can only be accepted after being approved by the Accessions Committee.  
The following information is necessary for the approval process.*

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail Address \_\_\_\_\_

**1. Description of item being donated** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. What connection does this item have to Juniata County (how was it used, who used it, or other details pertaining to its place in county history?)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. How would you describe the condition of this item?**

Excellent                  Good                  Fair                  Poor

**4. Do you own this item?** Yes      No

*If no, the signature of the legal owner and affirmation that the item is being donated with no restrictions must be obtained before we can accept the donation.*

**If yes, are you willing to donate this item to the JCHS with no restrictions?** Yes      No

*If no, please explain. Note that we are not able to accept items on a temporary loan.*

**If the item is not accepted, do you wish to have it returned to you?** Yes      No

Signature of Donor \_\_\_\_\_ Date \_\_\_\_\_

Signature of JCHS Representative \_\_\_\_\_ Date \_\_\_\_\_

**A COPY OF THIS FORM MAY SERVE AS A TEMPORARY RECEIPT UNTIL THE ACCESSIONS COMMITTEE MAKES THEIR DECISION. MEETINGS ARE HELD WHEN THERE ARE AT LEAST TEN ITEMS TO BE VOTED ON. THE SOCIETY ACCEPTS ITEMS IN REASONABLY GOOD, COMPLETE, AND ORIGINAL CONDITION; THAT ARE NOT DUPLICATES; THAT HAVE CLEAR TITLE; THAT WE CAN STORE AND CARE FOR; AND THAT ARE DOCUMENTED TO SHOW SIGNIFICANCE TO THE SOCIETY MISSION AND/OR JUNIATA COUNTY HISTORY. IF THE COMMITTEE DETERMINES THAT WE ARE UNABLE TO ACCEPT THIS DONATION, THE ITEM WILL BE PROMPTLY RETURNED IF THE DONOR INDICATES.**

**THIS SIDE IS FOR ACCESSIONS COMMITTEE USE ONLY.**

DONORS SHOULD ONLY COMPLETE PAGE ONE.

**JUNIATA COUNTY HISTORICAL SOCIETY ACQUISITION JUSTIFICATION FORM**

Due to limitations on space and resources, items must meet most of the criteria below to be considered for accession into the JCHS permanent collection. These guidelines are consistent with those used by similar organizations. A majority decision is needed to accept the object(s). In cases where there is a tie, disagreement, or questions, the Board of Directors may serve as the final decision.

1. **Date of Accessions Committee Meeting** \_\_\_\_\_
- |   |            |                      |
|---|------------|----------------------|
| 2. <b>Is it established that there is clear title to the object(s)?</b>             | <b>Yes</b> | <b>No</b>            |
| 3. <b>Is it offered unconditionally and without restrictions?</b>                   | <b>Yes</b> | <b>No</b>            |
| 4. <b>Is the object in reasonably good, complete, and original condition?</b>       | <b>Yes</b> | <b>No</b>            |
| 5. <b>If it is in questionable condition, is there still reasons to accept it?</b>  | <b>Yes</b> | <b>No</b>            |
| 5. <b>Does the object fit the mission of the Juniata County Historical Society?</b> | <b>Yes</b> | <b>No</b>            |
| 6. <b>Is there documentation to demonstrate the significance to our history?</b>    | <b>Yes</b> | <b>No</b>            |
| 7. <b>Is this a duplicate of an item already in our collection?</b>                 | <b>Yes</b> | <b>No</b>            |
| 8. <b>If it is a duplicate, do we desire another?</b>                               | <b>N/A</b> | <b>Yes</b> <b>No</b> |
| 9. <b>Do we have the storage and/or monetary means to care for it permanently?</b>  | <b>Yes</b> | <b>No</b>            |

**Comments:**

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**Based upon our scoring of the object we recommend to:**                      **Accept**                      **Decline**

**Signature of JCHS Accessions Committee representative** \_\_\_\_\_