ARTIFACT & ARCHIVAL DONATION TEMPORARY RECEIPT

DONOR INFORMATION

_____ DONOR	_____ DELIVERED BY (if applicable)
_____ ADDRESS	_____ ADDRESS
_____ CITY, PROVINCE POSTAL CODE	_____ CITY, PROVINCE POSTAL CODE
_____ TELEPHONE	_____ TELEPHONE
_____ EMAIL	_____ EMAIL

Date Received_____ **Via**_____

Trail Museum & Archives staff temporarily accepts the item(s) below, pending review of the suitability to the permanent collection and approval by the Colombo Lodge Culture Committee. It is the *clear intention* of the above named donor that the item(s) be donated to the Colombo Lodge with clear title.

ITEM DESCRIPTION

For official use only:

ACCEPTED_____ GIFT AGREEMENT_____ ACKNOWLEDGMENT_____ DATE SENT_____

REGISTER_____ ACCESSION #_____ CATALOGUE #_____

TERMS AND CONDITIONS OF TEMPORARY RECEIPT

Ownership

The owner(s) or authorized agent of the owner(s) declares: (1) that he or she is the owner of the item(s) listed on this receipt, or that he or she has been authorized by the owner(s) to place them with the Trail Museum & Archives and Colombo Lodge for the purposes indicated and in accordance with the terms and conditions of this temporary receipt; and (2) that the item(s) are not subject to any other claims of ownership by any other person, organization or institution.

Acceptance

The Colombo Lodge Culture Committee will notify the owner within thirty (30) days of deposit which item(s) will be accepted, at which time the owner will be provided with a Gift Agreement transferring title to the Colombo Lodge. All acquisitions are subject to the Colombo Lodge Collections Policy, a copy of which will be made available at the request of the owner. Items approved by the Culture Committee for acceptance shall remain at the Trail Museum & Archives pending transfer of ownership. Should the Colombo Lodge Culture Committee fail to receive a signed and dated Gift Agreement from the owner within 90 days of notification, title to the item(s) are deemed transferred to the Colombo Lodge without any restriction or condition. Upon receipt of the signed and dated Gift Agreement, this receipt will become null and void.

Care and Handling

While in the custody of Trail Museum & Archives staff, the item(s) shall be cared for in the same manner as if the property of the museum. The absence of condition notes on this receipt does not imply that the item(s) was received in good condition. Trail Museum & Archives staff will not clean, restore, re-frame or otherwise alter the item(s) without the written consent of the owner. If such work is required and authorized, the cost will be subject to a special written agreement between the owner and the Colombo Lodge Culture Committee. All item features, dates, anecdotes and other information listed on this receipt are as described and relayed by the owner and are not to be taken as the opinion of Trail Museum & Archives staff or the Colombo Lodge Culture Committee. Any dollar values or prices listed on this receipt are stated by the owner and are in no way to be considered appraisals.

Liability

Insurance on the item(s) left at the Trail Museum & Archives is the responsibility of the owner. In signing this receipt, the owner hereby releases the Trail Museum & Archives, the City of Trail and the Colombo Lodge (including its directors, officers, agents, employees, successors and assigns) from and against any and all liability in connection with the loss of or damage to the item(s) while held temporarily or during title transition.

Disposal of unaccepted items (please indicate preference):

☐ 1. The owner agrees to remove all item(s) within thirty (30) days following notification to do so. At the discretion of the Colombo Lodge Culture Committee, any remaining item(s) may be disposed of as indicated in option 2.

☐ 2. The Colombo Lodge Culture Committee has permission to dispose of any item(s) not accepted for acquisition by offering the item(s) to another heritage institution/repository. Courier or shipping costs will be the responsibility of the owner. If the item(s) are not transferred, the Colombo Lodge Culture Committee are authorized to discard the item(s).

Terms and Conditions of this receipt agreed to by: Item(s) received by:

_____	_____	_____	_____
Owner/Deliverer	Date	By Trail Museum & Archives	Date