



CHAMPAIGN COUNTY  
HISTORY MUSEUM  
*at the* HISTORIC CATTLE BANK

Champaign County History Museum

# Artifact Donation Form

Conditions Governing Gift, Deed of Gifts, Object Information Sheet,



# CHAMPAIGN COUNTY HISTORY MUSEUM *at the* HISTORIC CATTLE BANK

Thank you for considering a donation to the Champaign County History Museum. Our museum was established in 1972 for preserving the collective history of the residents of Champaign County, Illinois. We are grateful that you are willing to share a piece of your private collection with us to ensure that future generations can learn about conditions and events that have shaped our county. In the following pages you will find the forms necessary to legally transfer your object to the museum collection. We ask that you please take great care in compiling information pertaining to the object as this paperwork remains with the object and helps ensure the proper story is told.

Once again, we thank you for helping to preserve Champaign County's history.

Sincerely,

The Champaign County Historical Museum Board of Trustees

## **Conditions Governing Gifts**

*Please read and understand these conditions prior to finalizing the gift forms*

- 1) It is understood that all gifts are outright and unconditional unless otherwise noted upon this gift agreement by the Champaign County History Museum
- 2) Because of limited exhibition space and conservation concerns, the Champaign County History Museum cannot promise permanent exhibition of any object in the collection.
- 3) Gifts to the Champaign County History Museum may be deductible in accordance with the provisions of federal income tax laws.
- 4) The donor named on the front of this form has not received any goods or services from the Champaign County Historical Museum in return for this gift.
- 5) The Champaign County History Museum is not permitted to furnish appraisals. It is the responsibility of the donor to obtain appraisals of the donated objects from a qualified independent appraiser in accordance with IRS regulations.
- 6) The Champaign County History Museum gratefully acknowledges your gift to their collection. It is the museum's policy to include the donor's name when their donation is used in an exhibit or displayed on their website. Please indicate on the front of this form how you would like to be acknowledged on exhibit labels. If you wish to remain anonymous, please write "anonymous" on the Credit line.

# Deed of Gift Form

CHAMPAIGN COUNTY HISTORY MUSEUM  
102 E. University Avenue  
Champaign, IL. 61820  
(217) 356-1010  
collections@champaigncountyhistory.org



Complete and return this one form along with the Object Information Sheet(s) for each artifact in the collection.

_____ Accession Number (Staff Assigned)	_____ Date:		
_____ Donor:	_____ Credit (name appearing on object labeling):		
_____ Address:	_____ City:	_____ State	_____ ZIP
_____ Phone Number	_____ Email Address		

Description of the overall collection – please attach Object Information Form for each artifact.

The object(s) has (have) been received by the Champaign County History Museum as a gift, and the owner or agent of the of the owner with full authority, desiring, to absolutely transfer full title by signing below, hereby gives, assigns and conveys finally and completely and with without any limitation or reservation, the property described below to the Champaign County History Museum and its successors and assigns permanently and forever, together with (when applicable) any copyrights therein and the right to copyright the same.

_____ Donor Name (printed)	_____ Donor Name (signature)	_____ Date
_____ CCHM Representative		_____ Date

# Object Information Sheet (1 form per object)



A separate sheet should be generated for each object being donated. Collections of documents or photographs may be considered as one object. Please provide as much detail as possible about the object and pay special attention to describing the objects significance to the history of Champaign County.

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Accession Number (Staff Assigned) \_\_\_\_\_ Name of Object \_\_\_\_\_

### Type of Object

- 3D Object     Photograph(s)     Textile     Document(s)     Book  
Total Number \_\_\_\_\_    Total Number \_\_\_\_\_

### Condition

- Excellent     Good     Fair     Poor    Explain: \_\_\_\_\_

Describe the Objects appearance and size

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How did the object come into your possession? (Relationship to original object owner)

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Original Owner Information (Data on the person who originally owned the object)

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List the name of individuals primarily related to the object

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How would you describe this items tie to the history of Champaign County, Illinois

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Date item purchased, made, developed? \_\_\_\_\_ Who made or purchased the item? \_\_\_\_\_ Where was the item made or purchased? \_\_\_\_\_

### Museum Acquisition Method (Staff)

- Donation     Purchase    Purchase Amount \$ \_\_\_\_\_

# Contribution for the Preservation of the Artifact



Maintaining our collection is a labor intensive and costly endeavor. The price of materials needed for proper storage continues to rise while support for museums such as ours remains in the giving hands of volunteers and donors.

As part of your gift we ask that you consider a donation to the museum to apply toward adequate storage of your object. Below are some recommended gift amounts based on the needs of the donation. Specific estimates can be obtained for you based on the objects you are donating.



**1 Acid Free Archival Bankers Box**

\$9.00-\$7.00/each



**1 Acid Free Document Box**

\$7.00- \$14.00/each



**1 Costume Storage Box**

\$66.00 – 70.00/each



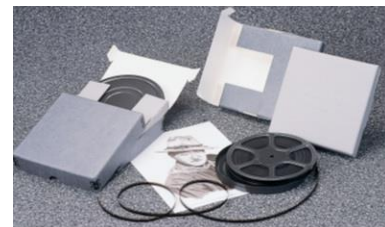
**1 Keepsake Dress/Gown/Uniform Preservation Kit**

\$45.00/each



**3 Mil Archival Polyester Envelopes**

\$17.00 - \$20.00/pkg of 10



**Film Reel Storage Boxes**

\$9.00 - \$16.00/each

I wish to include a donation in the amount of \$ \_\_\_\_\_ toward the preservation of my object.

Please make checks payable to:  
**Champaign County History Museum**  
 c/o Collection Preservation Fund  
 102 E. University Avenue  
 Champaign, IL. 61820