



BROCKVILLE MUSEUM

5 Henry Street, Brockville, Ontario K6V 6M4
Tel: 613-342-4397 Fax: 613-342-7345
www.brockvillemuseum.com

Office Use Only Temp. Deposit No.: _____

TEMPORARY RECEIPT

Donor's Name: _____

Home Address: _____

Postal Code: _____ Telephone Number: _____

Date of Deposit: _____ Email Address: _____

Physical Description:

Item(s) listed are in temporary receipt by the **Brockville Museum** and will be treated with the same care given to its own property. If the item is accepted by the Museum, a **Gift Form** will be issued turning the title of the item(s) over to the Museum. If the item(s) are not accepted by the Museum, the donor will be given notice in writing and will have **30 days** from that time to reclaim the item(s). If the item(s) are not reclaimed during that period, the Museum may dispose of the item(s) as it sees fit.

Signature of Donor/ Agent

If items are not accepted for the Museum's permanent collection does the donor give the Museum permission to deal with these declined items as they see fit? This may include, but is not limited to, placing the item(s) in the Museum's Annual Silent Auction. Revenue from the Silent Auction goes towards museum programs and initiatives, including conservation and collection development.

Donors Initials

Date

.....
Office Use Only

Accepted:

Collection

Education

Declined:

Returned to Owner

Donor Initials: _____

Disposed of

Staff: Initials: _____

Method: _____

Date: _____

Temporary Receipt - Historical Summary Sheet

Please provide as much information on each object as possible, using the below questions as a guideline. This will help the Collection Committee make an informed decision.

ORIGINAL OWNER:
MAKER AND MAKER LOCATION: (i.e. Smart's in Brockville or St. Lawrence Engine in Brockville)
ORIGINAL USE:
WHO ELSE OWNED OR USED THIS MATERIAL AND WHEN?
ANY BIOGRAPHICAL DETAILS, BACKGROUND INFORMATION, STORIES OR PHOTOGRAPHS ASSOCIATED WITH THIS MATERIAL?
WHAT IS THE BROCKVILLE CONNECTION?
HOW OLD IS THE ITEM? (Please do not guess, answer only if you know)
OTHER PERTINENT DETAILS:
OTHER PERSONS WHO MAY HAVE <u>ADDITIONAL</u> INFORMATION TO SHARE: