



2864 Madison Street Marianna, FL 32446
(850) 482-9633
jacksoncountyfl.gov/jackson-endeavor-museum

Donation of Objects and Information

The Jackson County Museum welcomes the donation of objects and historical information for the use of exhibition regarding the topics of agricultural resources & tools, military-related occurrences, unique natural resources, Dozier School for Boys, and other items related to significant places or people from Jackson County. As outlined below, the Museum follows a policy of selective acquisition. Each donation request is thoughtfully considered by the Jackson County Museum Steering Committee, the Jackson County TDC Director, and appropriate governing officials to determine if the gift is in line with the specific criteria for the acquisition and acceptance of donations, as outlined in the Museum's Collections Policy; any object accepted into the Museum's collection should be consistent with the institution's mission, be relevant, and be properly cared for.

If you are interested in making the gift of an object to the Jackson Endeavor Museum, please fill out this form and return to the appropriate museum professional:

**Jackson County TDC Director, Kelsi Jackson,
jacksonk@jacksoncountyfl.gov
4318 Lafayette St. Marianna, FL 32446
(850) 482-8061**

*Please note: Due to the museum's current state of development, items & materials donated may be required to be held by owners or stored by Jackson County during the interim period of development & completion of the facility.

Name/Donor(s): _____

Address: _____

City/State/Zip: _____

Phone: _____ **Email:** _____

The above named donor(s) hereby certifies that **he/she/they possess clear and unrestricted legal title to the object(s) and material(s) described in the attachment to this Agreement and hereby relinquish all right, title, and interest in the same object(s) for the purpose of making an unrestricted gift of the object(s) to Jackson County for the use of exhibition in the Jackson County Museum.**

Jackson County Museum. As outlined in the Collections Policy of the Jackson County Museum, which is in accordance with the American Alliance of Museum's ethics and best practices for collections management, all donations are considered outright and unconditional gifts to be used at the Museum's discretion.

Purpose: The Mission of The Jackson County Museum is to preserve, interpret, and celebrate the rich history, cultural heritage, and natural wonders of Jackson County, Florida. Through engaging exhibits, immersive educational programs, and meaningful partnerships, we honor the past, connect with the present, and inspire future generations. Donations should allow the Museum to preserve historical items and accounts, educate on the topics of regional history and culture related to agriculture, military, natural resources and locations, Dozier School for Boys, and other occurrences and individuals significant to Jackson County, Florida. Museum collections are used for exhibition, research, and other educational purposes.

Acquisitions/Donations: The Museum follows a policy of selective acquisition. Any Object(s) or Historical Information acquired by whatever means must have a clear connection with and be supportive of the Museum's Mission. The Museum may acquire Object(s) through gift, donation, and bequest, as well as other lawful means. The Museum may acquire Historical Information through application, verbal or written format, and is subject to review and fact-checking. Restrictions of limited funds, limited space, the expense of preservation and conservation, and the Museum's emphasis on the preservation of its resources make unlimited acquisition unfeasible. Completion and submission of this document by, or on behalf of, the donor(s) confirms that the donor(s) has read the following criteria, agrees to the terms of the donation, and confirms that the Object(s) meets the Museum's guidelines for acquisition:

- 1. Related to the Museum's Mission and its strategic goals
 - Related to other Museum Property, or
 - Enhance interpretation of Jackson County and the Dozier School for Boys;
- 2. In acceptable condition and of permanent and durable material and construction;
- 3. Of established and unquestioned provenance;
- 4. Is within the Museum's capability to provide adequate conservation, care, and maintenance; and
- 5. The Museum's current intent is to hold the Object for as long as the Object retains physical integrity or usefulness.

Acquisition Terms: Please review the following terms for Museum acquisitions:

1. The item(s) must be consistent with and relevant to the stated purpose and mission of the Museum.
2. Consideration will be given to the Museum's ability to provide proper care and storage for any artifact. No item(s) will be considered for acquisition if future care and preservation needs exceed the Museum's resources.
3. Items must have a clear title and be free of copyright restrictions.
4. Donors must provide verifiable records of authenticity and provenance for all proposed donations. The Museum will make every effort to ascertain that items offered are not stolen, wrongfully converted, or acquired under false pretenses.
5. If the Museum discovers that it has acquired item (s) in violation of the above statement, the Museum shall seek to return the item(s) to the legal owner or shall seek to determine the proper means of disposition through recognized authorities.

6. All acquisitions are to be outright and unconditional. The Museum cannot guarantee that objects donated will be placed or remain on display, or that they will be exhibited or stored intact as a single collection.
7. All donations to the Museum's collections are irrevocable upon the formal and physical transfer to the Museum.
8. All acquisitions by gift or bequest to the Museum will remain in the possession of the Museum for as long as they retain their physical integrity and authenticity, and as long as they remain useful in the fulfillment of the Museum's mission.
9. Federal law prevents the Museum from providing appraisal values for donated items. Donors are responsible for appraisals of value prior to donation request. Donations are fully tax-deductible within IRS guidelines. Please consult your tax advisor. The museum will issue a letter of verification confirming acceptance of your donation, but monetary valuations must be issued by a professional appraiser.

In signing this Donation request, you confirm that you have read the terms and guidelines for gifts of objects to the Museum.

Signature of Donor(s): _____ **Date:** _____

Printed Name of Donor(s): _____ **Date:** _____

Please supply accompanying documentation related to the donation upon submission.

DONOR QUESTIONNAIRE

Please answer as many questions as you are able concerning the Object(s). Please include documentary evidence of an object's history including but not limited to: a dated bill of sale or sales receipt, will, inventory, auction catalogue, published reference, exhibition record, correspondence, photograph or, in exceptional cases, if documentary evidence cannot be obtained, a signed statement from the donor or vendor that confirms the accuracy of the account. Proof of such documentation will be needed before the acquisition review process can be initiated.

Do not send items at this time. All donation requests must be made in advance and in physical consultation with museum committee(s) and TDC Director conferment. We cannot accept actual artifacts for donation without prior review and consultation.

Object name or description: _____

Donor's Name: _____

Donor's Address: _____

Donor's Phone Number: _____

Donor's Email: _____

When did you acquire this object?

How did you acquire it? ☐ Purchase ☐ Inheritance ☐ Gift ☐ Found

☐ Other (If other, please explain) _____

Do you have documentation for proof of purchase? _____

From whom did you acquire it? Name: _____

Relationship: _____

Place: _____

Who were the previous owners, if any? If none, please skip. Relationship? _____

Name: _____

Birthdate: _____ Place of Birth: _____

Marriage Date: _____ Spouse: _____

Children: _____

Death Date: _____ Where Lived: _____

Occupation: _____

How did they acquire it? _____

How was it used? _____

Who used it? _____

Where was it used? _____

When was it used? _____

Who made it? _____

Where was it made and/or purchased? _____

When was it made and/or purchased? _____

Does the Object contain questionable materials (i.e. ivory, bone, animal, or hazardous materials)?

What (additional) documents (such as photos, letters, bill of sale, maker's notes, newspaper articles) do you have or are you aware of related to the Object?

Are you able to provide copies of such documentation with your donation? _____

Has the Object ever been appraised? _____

If yes, please provide the appraisal documents with your application.

If your gift includes a photograph(s), please describe the event or the people it depicts and/or the place and date it was taken:

Additional comments, memories, or stories about the Object:

Appropriate credit to the donor(s) will be given in a manner consistent with Museum policies and practices. If anonymity is desired, please indicate here with your initials (this does not affect the review of your request): _____

If any of the above information is used in exhibition labels or publications created by the Museum, how do you wish to be acknowledged?

Named _____ Remain anonymous _____ Be otherwise acknowledged _____

Please state EXACTLY how you would like to be acknowledged: _____

If in the future the Object(s) are deemed unusable by the Museum in accordance with its de-accession and disposition policies, please indicate your preference for disposition of the Object(s):

- ___ The Museum may sell the Object(s).
- ___ The Museum may exchange the Object(s) with or donate to another non-profit.
- ___ The Museum should make a good faith effort to locate the donor(s) or their heirs or successors and offer to return the Object(s) before other disposition.

By completing, signing, and submitting this document, I confirm that all information presented is true and factual. I have read and agree to the aforementioned guidelines for Museum donation requests.

Signature _____ Date _____

Printed Name _____ Date _____