

## ... THE GROUT MUSEUM DISTRICT ...

### GIFT ACCEPTANCE POLICY

The Grout Museum District is an educational center with reference to regional history, the history of Iowa pertaining to statewide military involvement including home front participation and science. The Museum selectively collects artifacts, books and archival material to further that purpose.

Objects will not be accepted or otherwise acquired for the District collection unless the following conditions are met:

- A. The objects are relevant to and consistent with the purposes and activities of this Museum. Priority will be given to objects of local or regional origin.
- B. Donors must have clear, legal title to the object.
- C. A gift constitutes a complete transfer of ownership without restriction from the previous owner to the Grout Museum District to be used at the District's discretion.
- D. The District has a policy of changing the material on exhibit as times and interest change. **For this reason, no guarantee can be made that the donated article(s) will be on exhibit at any given time.**

Objects in the Collection will be retained permanently if they continue to be relevant and useful to the purposes and activities of the District and if they can be properly stored, preserved and used. De-accessioning of objects will be considered when these conditions no longer prevail and only by recommendation of the Collection Manager to the Executive Director with approval of the Board of Trustees and the Board of Directors. (AKA: The Board)

Acceptance of items on loan to the District is discouraged and accepted only by a joint decision of The Board and the Executive Director.

Appraisals done by the District represent a conflict of interest. The appraised value of a donation is the responsibility of the donor. Donations are federally tax deductible; however, the acceptance of an item at its appraised value does not imply endorsement of the appraisal by the Grout Museum District.

Only authorized museum personnel are permitted in storage areas of the Grout Museum District. Museum staff members are not required to produce donated articles from storage areas upon donor demand.

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The items listed on this Gift Receipt are donated to the Grout Museum District without limiting conditions to the District, the articles described to become the absolute property of the District.