



Accession # 20 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Museum Artifacts Only)

**Historical and Genealogical Society of Indiana County**  
621 Wayne Avenue Indiana, Pennsylvania 724-463-9600

### Deed of Gift

I, (Print) \_\_\_\_\_ hereby unconditionally give, donate, bestow, and set over to the Historical and Genealogical Society of Indiana County my property described here, to be used, and/or disposed of by the Society at its unrestricted discretion; and for myself, my heirs, assigns, or the personal representatives of my estate, I wave all present or future rights, in, to or over said property, its use or disposition.

I do \_\_\_\_\_ do not \_\_\_\_\_ give permission for my name to be publicized. Date \_\_\_\_\_

Donated in memory of (optional) \_\_\_\_\_

Address of Donor \_\_\_\_\_

Phone No: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Email) \_\_\_\_\_

Signature of Donor \_\_\_\_\_

Witness for HGSIC \_\_\_\_\_ Approved by Board \_\_\_\_\_

### Description of Object (s):

### Source / Origin

Who owned object(s)? \_\_\_\_\_

Year(s) of origin or use \_\_\_\_\_ Place of origin or use \_\_\_\_\_

Stories/traditions about object(s)

(Attach additional sheets as necessary)

(For staff use)

Check all that apply: \_\_\_ Museum Artifact Photographed? Yes \_\_\_ No \_\_\_

\_\_\_ Library/Archival \_\_\_ Sales Count \_\_\_ Equipment & Supplies \_\_\_ Book Sale, Flea Market

## Collections / Acquisitions Policy

The Historical and Genealogical Society of Indiana County is a non-profit, educational institution whose purposes are to collect, preserve, study, exhibit and publish materials significant to the history and genealogy of Indiana County.

The Society's permanent collection will be limited to real property, artifacts, photographs, books, printed matter and archival materials that depict the history of the County from the period of settlement to the present.

Items offered to the Society will be considered for inclusion in the permanent collection based upon their physical condition, their documentation and association with Indiana County, their significance and whether there are duplicate items already in the collection. Institutional ethics require historical societies to acquire only those items it can reasonably care for and use in an educational manner. Since storage space is extremely limited, and conservation is a costly process, historical societies must carefully consider each item offered for its collection.

For an item to be accepted into the permanent collection, the following criteria must be met:

1. The present owner must have free and clear title.
2. If for sale, funding must be arranged before purchase.
3. If for sale, a fair market value must be determined between parties.
4. The Society must be able to care properly for the proposed acquisition.
5. The significance of the items must be determined and documented.
6. If possible, the items must be documented as to provenance.
7. All moral, ethical and legal implications of the acquisition must be considered.
8. Acquisitions must be free from donor restrictions. There will be no guarantees of exhibition. The items become the unconditional, permanent property of the Historical Society to do with as is deemed fitting.
9. No acquisitions will be encumbered by less than full literary rights; property rights, copyrights, patents or trademarks, or by obscene or physically hazardous attributes.
10. Acquisitions must conform to the Society's collecting objectives.

**Appraisals:** The Historical Society cannot appraise items offered for acquisition. It is the responsibility of the donor to have the items appraised and their values ascertained by an independent appraiser if so desired for tax purposes.

**Deaccessions:** Deaccessioning is the process of removing permanently from the collection library and archival materials and museum objects. The deaccession process will be cautious, deliberate and scrupulous and carried out according to the procedure outlined in the by-laws.

Deaccessions will meet at least one of the following criteria:

1. The item is outside the scope of the collection.
2. The item is irrelevant to the purpose of the Society.
3. The item lacks physical integrity and cannot be preserved or used as a research item, or is deteriorated beyond usefulness.
4. The item has failed to retain its identity or authenticity or has been lost or stolen and has remained lost for longer than two years.
5. The item is a duplicate.
6. The Society is unable to care for the item properly.
7. The item has doubtful foreseeable utilization in the foreseeable future.