



Agreement for Mailed or Deposited Items for the Collection

Jefferson County Historical Society, 540 Water Street, Port Townsend, WA 98368

Thank you for your interest in donating materials to the Jefferson County Historical Society (JCHS) collection! Staff use this agreement to manage all potential gifts while evaluating the appropriateness for the JCHS collection. Contact information is used for mailing or emailing final Deed of Gift paperwork or for returning objects deemed unsuitable for our collection. Please fill this form out and include it with any material donations you deposit with JCHS.

Contact information:

Owner _____

Mailing Address _____

Email _____

Phone _____

If not selected for the collection, what should JCHS do with the item(s)?

- Contact owner so that they can retrieve the material(s)
- Please dispose of or find a more appropriate organization
- May be sold to benefit Jefferson County Historical Society

Terms and Conditions of Deed of Gift

The decision to accept or decline donated materials to the collection is seldom an easy task. The decision process includes consideration of the needs and goals of JCHS, present and future storage, preservation conditions, the strengths and weaknesses of the collection, possible duplicates existing in the collection, the needs of historians and researchers, and the exhibition or research potential of the materials. It may take JCHS time to evaluate how appropriate the material(s) are for the collection – please give us 180 days to evaluate.

This form constitutes an agreement between JCHS and the owner of the objects listed herein. Any variation from the terms of this Form must be in writing and be created in consultation with JCHS curatorial staff. Should your donation be considered for collection, JCHS only accepts items that have a clear title of ownership and are donated without restrictions from the donor.

We cannot guarantee that objects will be on display at the museum; most museums can only exhibit one percent or less of their collection at any time. Objects that are accessioned into the JCHS collection will be available for researchers regardless of museum exhibition status. Property in the custody of JCHS on a temporary basis will be given the same care as property owned by JCHS. Jefferson County Historical Society assumes no liability for loss or damage to property which is temporarily in our custody.

Signature constitutes agreement with the terms and conditions listed above.

Owner Signature: _____

Date: _____

Please describe the items being donated on the reverse side of this form.

Items and Description:

(Please provide a brief description of the material(s), tell us a little about where/how it was acquired, how it was used, if it has a unique place in Jefferson County history, etc.)