

Donating to our Collection

Chemainus Valley Historical Society Policy



Please note:



**For insurance/legal reasons,
we are unable to accept unsolicited drop-offs!**

Here's how to do it!

All donation offers go through the Chemainus Valley Historical Society Collections Committee, which meets monthly. To submit a donation offer to the Committee:

Email your donation offer to cvhsMuseum@shaw.ca

Include the following in your email:

1. A description of the item(s);
2. A photo of the item(s); and
3. Any background information you have on the item(s), such as how you came to be the owner, and information you might have on the original owner(s).

Your email will be forwarded to the Collections Committee. They will follow up with the results from their decision.

The following points will be considered when deciding on an offer:

- The importance/relevance of the item(s) to Chemainus Valley history;
- Whether or not there is a similar item in the collection;
- The size of the item(s) and how much storage space it will require;
- The physical condition of the item(s);
- What kind of museum-quality storage materials will be required to ensure the item(s) is preserved;
- Whether there are conditions associated with the donation offer.

If your item(s) is physically large and/or of high value, the offer may need to be further approved by the Board of Directors. The Board meets on a monthly basis.

We are unable to purchase items to be added to the collection. We do offer in-kind tax receipts for collection donations, but require a third party appraiser. If the donor would like a third-party appraisal done for tax receipt purposes, they will have to cover the costs associated with this.