

Donor Information Agreement, Harlem Museum, and Welcome Center

This document is a Donor information contract for an item or items donated by the owner(s) listed below to be added to the collection and owned by the Harlem Museum and Welcome Center in Harlem, GA.

This Information Contract is to notify donors that The Harlem Museum and Welcome Center, Home of the Laurel and Hardy Museum of Harlem, Georgia (HM), will only accept items as stated in the Collections Management Policy. For example, items that will enhance the museum's ability to educate about both the History of Harlem and the Comedic Duo: Laurel and Hardy. Education can take many forms from showing the movies of Laurel and Hardy to original items from the history of the city to items the boys used.

Additionally, the Director and/or Curator will assess the condition of the items to be donated. Any item that cannot be adequately cared for or is in too poor condition to be rehabilitated by staff will not be accepted.

Once an item(s) is accepted, it will go through the entire accession process, including restoration, before it is exhibited. Also, after it is donated, it is the property of the HM and subject only to the Director's and Curator's decision on how, when, and how long an item(s) is displayed.

By signing this form, all donors understand and agree to all stipulations discussed previously. The HM retains the right to update these stipulations at any time.

Donation Date _____

Owner(s) Signatures

Date _____

Date _____