



Mission

*To collect and preserve historical items, authentic to the American experience,
for the whole family to enjoy and understand within a scenic and inspirational setting.*

Artifact Donation Form

Your name _____
Email address _____
Mailing address _____
Phone number _____

Description of Materials

1. What is the artifact(s) you are offering to donate?
2. What is the artifact(s) history and how is it related to the 4-corner region's history? (Who made it? Who used it?)
3. How and when did you acquire the artifact(s)?
4. How big is it? (Please provide measured dimensions of height, width, and depth. If it is a heavy object, please include approximate weight.)
5. What is the artifact(s) condition? (Is it damaged or previously repaired in any way?)
6. Are you donating the material or are you hoping to sell it? Donating Selling
7. Are you the legal owner of the artifact(s)? Yes No

Please attach 1 or 2 images of the artifact(s) you hope to donate to the Museum.

When complete, please read and sign the other side of this form, then email the form and images to the Executive Director at director@har-bervillage.com or send via mail to same at Har-Ber Village Museum, 4404 West 20th Street, Grove, OK 74344.

INSTRUMENT OF GIFT

The following has been offered by me as a gift to the Har-Ber Village Foundation (dba Har-Ber Village Museum) in agreement with the following terms:

- Titles to objects should be free and clear of restrictions and qualifications of any kind. Donor understands and declares that this donation vests absolute ownership of the donated property in Har-Ber Village Museum, Inc. as of the date below. All items that are approved for acceptance by Har-Ber Village Museum become sole property of the Museum, with all rights of possession.
- Donations of specimens or collections to the museum are to be made in compliance with all rules and regulations of the Internal Revenue Service and applicable federal and state laws.
- If the donation value exceeds \$5,000, and donor wishes to obtain a charitable deduction, then, in compliance with the Tax Reform Act of 1984, with respect to certain gifts, it will be necessary to obtain a qualified appraisal at the donor's expense.
- Photographs, history and background information of specimens or collections must be submitted with this request.
- Har-Ber Village Museum reserves the right to restrict deaccessioning to those collections that are no longer relevant and useful for the purposes and activities of the museum when such pieces cannot be properly stored and preserved.

Donor Signature _____

Print Donor Name _____

To be completed by Har-Ber Village Museum:

Request for Donation Received by _____

On Date _____

After review by the Har-Ber Village Museum Board of Trustees Collections and Exhibits Committee, a signed copy of this form will be returned to you.

Donation Request Reviewed by Har-Ber Village Museum Board of Trustees

On Date _____

Denied/Approved by _____

On Date _____