



Canisteo Valley Historical Society's Artifact Donation Policy - 11/01/2025

Thank you for considering an artifact, antique, or heirloom donation to the CVHS. We would like to accept all donations. Unfortunately, due to space and storage considerations, we are unable to oblige everyone's gratuitous intentions. Below is our board adopted policy on accepting donations. Thank you!

- 1) Items must pertain to our immediate geographical area encompassing Hornell, Arkport and the surrounding upper Canisteo Valley Region
- 2) An historical description of the history of your gift is greatly encouraged but not required
- 3) Items must be clean and in "exhibitable shape" requiring minimal restoration unless prior arrangements have been arranged
- 4) With regrets, CVHS reserves the right to accept or deny offered donations
- 5) Your donated item may not be readily displayed until time and space allows
- 6) You will receive a receipt for your donation. Due to IRS regulations, CVHS is not a certified appraiser and therefore cannot appraise or put a price upon your item for tax purposes.

ARTIFACT INTAKE FORM

DATE: _____

DONOR'S NAME: _____ PHONE #: _____

DONOR'S ADDRESS: _____

DONOR'S EMAIL: _____

ITEM & DESCRIPTION: _____

DONATION RECEIVED BY: _____