

## **DONATION INSTRUCTIONS**

All donations are reviewed by the Museum Advisory Council (MAC) which consists of members of the Autauga County Heritage Association.

Donors will be provided with a Temporary Custody Receipt and Standard Loan conditions by email, website or in person.

Donors should email the appropriate form(s) to [museum@autaugahistory.org](mailto:museum@autaugahistory.org).  
Forms can also be mailed to:

Prattaugan Museum  
102 East Main Street  
Prattville, Alabama 36067

Donors will provide provenance, descriptions and photographs (if possible) when submitting the above forms.

During the review process by MAC, if it is determined that further examination is needed, the donor will be contacted, and arrangements will be made to bring the item(s) to the Prattaugan Museum. Items can only be dropped off at the Prattaugan Museum after written coordination/confirmation with MAC.

If MAC approves the donation offer, donors will be contacted and provided with further instructions. Once the item is received, the accessioning process, in which the item(s) are catalogued into the collection, will begin. A Deed of Gift will be executed.

If MAC determines the item(s) do not meet the required criteria, the item(s) will be declined and marked as such by MAC on the Temporary Custody Receipt and/or Standard Loan Conditions. A copy of this form will be retained by ACHA. The donor will be contacted and if the item(s) were dropped off for further evaluation, they must be picked up with 30 days of notification.