

# Butts County Historical Society Donation of Objects

The Butts County Historical Society welcomes the donation of objects that will complement and fulfill our current collections. As outlined below, the Butts County Historical Society follows a policy of selective acquisition. Each donation request is thoughtfully considered by the B.C.H.S. Board of Directors and appropriate governing committees to determine if the gift is in line with the specific criteria for the acquisition and acceptance of donations, as outlined in the B.C.H.S. Collections Policy; any object accepted into the B.C.H.S. collection should be consistent with the Society's mission, be relevant, and be properly cared for.

Under the Collections Policy of the Butts County Historical Society all donations are considered **outright and unconditional** gifts to be used at the Butts County Historical Society discretion unless specifically documented otherwise.

**Purpose:** The Mission of The Butts County Historical Society shall be to bring together those people interested in history, and especially in the history of Butts County, Georgia and the State of Georgia. Understanding the history of our community is basic to our democratic way of life and gives us a better understanding of our state and nation, thereby promoting a better appreciation of our American heritage.

The Society's main function will be to discover and collect any material which may help to establish or illustrate the history of the area: its exploration, settlement, development, and activities in peace and war; its progress in population, wealth, education, arts, science, agriculture, manufacturing, trade, and transportation. It will collect printed materials such as histories, genealogies, biographies, descriptions, gazetteers, directories, newspapers, pamphlets, catalogs, circulars, handbills, programs, and posters, manuscript materials such as letters, diaries, journals, memoranda, reminiscences, rosters, service records, account books, charts, surveys, paintings, portraits, aboriginal relics and material objects illustrative of life, conditions, events, and activities of the past and present.

Butts County Historical Society collections are used for exhibition, research, and other educational purposes.

**Scope of Collections:** The Butts County Historical Society collects, houses and maintains a documented collection of objects representing the entirety of history and culture of Butts County, Georgia through contemporary times. Objects in the collection have a direct connection with people, sites, activities and events in Butts County, Georgia.

## **Categories of Collections:**

### 1. Permanent Collection:

The Permanent Collection consists of objects to be used to tell the story of Butts County, Georgia history through exhibits, research, etc. The divisions of the collections are as follows. General Collections consists of furniture, automobiles, signs, and all other artifacts not fitting within the scope of the other four divisions. Textiles Collections consists of women's, men's and children's clothing, shoes, hats and accessories. Also included are flags, quilts, military uniforms and other textile objects. Military Collections consists of the accoutrements and documents associated with military service and servicemen and women from and in Butts County, Georgia. Ethnology Collections consists of all artifacts related to indigenous peoples

(the Americas and Asia.). Art Collection consists of paintings, prints, sculptures and other artforms portraying or created by people of Butts County, Georgia.

## 2. Education Collection:

The Education Collection consists of physical property used as hands-on or living history materials. The collection is considered expendable and is not recorded in the Museum's collections database or tracked by collections or registration staff. No deaccession process is required to dispose of objects in this collection.

## 3. Exhibit Prop Collection:

The Exhibit Prop Collection consists of physical property used to supplement exhibits. The objects generally have no historic significance or value and may be reproductions acquired through exhibit contractors or museum purchase. The collection is considered expendable and is not recorded in the Museum's collections database or tracked by collections or registration staff. No deaccession process is required to dispose of objects in this collection.

**Acquisitions/Donations:** The Butts County Historical Society follows a policy of *selective acquisition*. Any Object(s) acquired by whatever means must have a clear connection with and be supportive of the B.C.H.S. Mission. The B.C.H. S. may acquire Object(s) through gift, donation, and bequest, as well as other lawful means. Restrictions of limited funds, limited space, expense of preservation and conservation, and the B.C.H.S. emphasis upon preservation of its resources make unlimited acquisition unfeasible. Donors will complete the Donor Questionnaire form and submit it to the B.C.H.S. committee for approval. Approval will be based on the following criteria:

1. related to the B.C.H.S. Mission and its scope and related to other B.C.H.S. Property.
2. in acceptable condition and of permanent and durable material and construction;
3. of established and unquestioned provenance; (*recent appraisal and/or proof of ownership accompany this document*)
4. is within the B.C.H.S. capability to provide adequate conservation, care and maintenance; and
5. the B.C.H.S. current intent is to hold the Object permanently or for as long as the Object retains physical integrity or usefulness.
6. is a better representation of a currently maintained item and will replace it in collections.

**Acquisition Terms:** Please review the following terms for Butts County Historical Society acquisitions:

1. The item(s) must be consistent with and relevant to the mission and scope of the Butts County Historical Society.
2. Consideration will be given to the B.C.H.S. ability to provide proper care and storage for any artifact. No item(s) will be considered for acquisition if future care and preservation needs exceed the B.C.H.S. resources.
3. Items must have clear title and be free of copyright restrictions.
4. Donors must provide verifiable record of authenticity and provenance for all proposed donations. The B.C.H.S. will make every effort to ascertain that items offered are not stolen,



wrongfully converted, or acquired under false pretenses. The B.C.H.S. is bound by international antiquities and federal endangered species laws.

1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property. The provenance of acquired items shall be a matter of public record. The B.C.H.S. may only acquire works of ivory within the U.S. and only if the object has clear, unquestionable and proper documentation, is at least 100 years old, and was not sold or modified with questionable ESA-listed species materials after February 26, 1976.

5. If the B.C.H.S. discovers that it has acquired item (s) in violation of the above statement, the B.C.H.S. shall seek to return the item(s) to the legal owner or shall seek to determine the proper means of disposition through recognized authorities.

6. A 30-day review period may be requested for any proposed acquisition.

7. All acquisitions are to be outright and unconditional, unless specifically documented. The B.C.H.S. cannot guarantee that objects donated will be placed or remain on display, or that they will be exhibited or stored intact as a single collection. In addition, please be aware that curatorial decisions made during cataloging of new collections may result in objects being deemed more appropriate for use in our education department or to be deaccessioned.

8. All donations to the B.C.H.S. collections are irrevocable upon the formal and physical transfer to the Butts County Historical Society, unless otherwise documented.

9. All legal instruments of conveyance and warranty of title, signed by the donor/seller/agent setting forth an adequate description of the items involved, and the precise conditions of the transfer shall accompany all acquisitions.

10. All acquisitions by gift or bequest to the B.C.H.S. will remain in the possession of the B.C.H.S. for as long as they retain their physical integrity and authenticity, and if they remain useful in the fulfillment of the B.C.H.S. mission.

11. Federal law prevents the B.C.H.S. from providing appraisal values for donated items. Donors are responsible for appraisals of value prior to donation request. Donations are fully tax deductible within IRS guidelines. Please consult your tax advisor. The Butts County Historical Society will issue a letter of verification confirming acceptance of your donation, but monetary valuations must be issued by a professional appraiser.

12. Pictures should be clearly identified. Copies will be made of pictures and originals returned, if necessary. Written permission or limits of publication will accompany the pictures.

### **Registration and Cataloging**

New acquisitions are brought to the B.C.H.S. Board, designated committee or designated member called a registrar where a unique accession number is assigned to the collection and recorded in the B.C.H.S. accession ledger. The Registrar then drafts a thank you letter (signed by the B.C.H.S. President and prints a Certificate of Appreciation (signed by the B.C.H.S. President) that is mailed to the donor.

A paper file consisting of the original Donor Agreement, copies of the thank you letter and Certificate of Appreciation, as well as any supporting research or documentation is created for each new acquisition and filed in a dedicated area in the storage area until the collection is cataloged.

Uncatalogued collections are stored in a dedicated secured room in a B.C.H.S. facility. Access to this area is limited to the B.C.H.S. Board, committee or the designated registrar.

The B.C.H.S. will create electronic descriptive records of individual objects. Objects will be photographed and numbered according to standard museum methods and then housed in the

appropriate collection area, such as textile storage, general collections, art storage, ethnology or military storage.

After a collection is cataloged, corresponding database records are printed for the paper file which is then transferred to permanent file cabinets located in the storage files.

When an object is removed from collections storage for exhibit, updates are made to the collection database to reflect the new object location. Any change in status of an artifact is recorded in the database.

When possible, the B.C.H.S. will make the electronic file available to the public via the B.C.H.S. website.



## Butts County Historical Society Donation of Objects Agreement

The Butts County Historical Society welcomes the donation of objects that will complement and fulfill our current collections. As outlined below, the Butts County Historical Society follows a policy of selective acquisition. Each donation request is thoughtfully considered by the B.C.H.S. Board of Directors and appropriate governing committees to determine if the gift is in line with the specific criteria for the acquisition and acceptance of donations, as outlined in the B.C.H.S. Collections Policy; any object accepted into the B.C.H.S. collection should be consistent with the Society's mission, be relevant, and be properly cared for.

If you are interested in making the gift of an object to the Butts County Historical Society, please fill out this form and return to a Butts County Historical Society member

*Please note: Due to restrictions of limited funds, storage space, or concerns of an object's required preservation needs, only inquiries which are of specific interest and in line with these criteria will be considered.*

**Name/Donor(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

The above named donor(s) hereby certify that *he/she/they possess clear and unrestricted legal title to the object(s) described in the attachment to this Agreement and hereby relinquish all right, title, and interest in the same object(s) for the purpose of making an unrestricted gift of the object(s) to the Butts County Historical Society unless specifically documented otherwise.*

As outlined in the Collections Policy of the Butts County Historical Society all donations are considered **outright and unconditional** gifts to be used at the Butts County Historical Society discretion unless otherwise documented in writing.

**Purpose:** The Mission of The Butts County Historical Society shall be to bring together those people interested in history, and especially in the history of Butts County, Georgia and the State of Georgia. Understanding the history of our community is basic to our democratic way of life and gives us a better understanding of our state and nation, thereby promoting a better appreciation of our American heritage.

**Scope of Collections:** The Butts County Historical Society collects, houses and maintains a documented collection of objects representing the entirety of history and culture of Butts County, Georgia through contemporary times. Objects in the collection have a direct connection with people, sites, activities and events in Butts County, Georgia. B.C.H.S. collections are used for exhibition, research, and other educational purposes.

**Acquisitions/Donations:** The Butts County Historical Society follows a policy of *selective acquisition*. Any Object(s) acquired by whatever means must have a clear connection with and be supportive of the B.C.H.S. Mission. The B.C.H.S. may acquire Object(s) through gift, donation, and bequest, as well as other lawful means. Restrictions of limited funds, limited space, expense of preservation and conservation, and the B.C.H.S. emphasis upon preservation of its resources make unlimited acquisition unfeasible. Completion and submission of this

document by, or on behalf of, the donor(s) confirms that the donor(s) has read the following criteria, agrees to the terms of the donation, and confirms that the Object(s) meets the B.C.H.S. guidelines for acquisition:

1. related to the B.C.H.S. Mission and its strategic goals and related to other B.C.H.S. Property.
2. in acceptable condition and of permanent and durable material and construction;
3. of established and unquestioned provenance; (*recent appraisal and/or proof of ownership accompany this document*)
4. is within the B.C.H.S. capability to provide adequate conservation, care and maintenance; and
5. the B.C.H.S. current intent is to hold the Object permanently or for as long as the Object retains physical integrity or usefulness.
6. is a better representation of a currently maintained item and will replace it in collections.

**Acquisition Terms:** Please review the following terms for Butts County Historical Society acquisitions:

1. The item(s) must be consistent with and relevant to the stated purpose and mission of the Butts County Historical Society.
2. Consideration will be given to the B.C.H.S. ability to provide proper care and storage for any artifact. No item(s) will be considered for acquisition if future care and preservation needs exceed the B.C.H.S. resources.
3. Items must have clear title and be free of copyright restrictions.
4. Donors must provide verifiable record of authenticity and provenance for all proposed donations. The B.C.H.S. will make every effort to ascertain that items offered are not stolen, wrongfully converted, or acquired under false pretenses. The B.C.H.S. is bound by international antiquities and federal endangered species laws.  
1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property. The provenance of acquired items shall be a matter of public record. The B.C.H.S. may only acquire works of ivory within the U.S. and only if the object has clear, unquestionable and proper documentation, is at least 100 years old, and was not sold or modified with questionable ESA-listed species materials after February 26, 1976.
5. If the B.C.H.S. discovers that it has acquired item (s) in violation of the above statement, the B.C.H.S. shall seek to return the item(s) to the legal owner or shall seek to determine the proper means of disposition through recognized authorities.
6. A 30-day review period may be requested for any proposed acquisition.
7. All acquisitions are to be outright and unconditional, unless specifically documented. The B.C.H.S. cannot guarantee that objects donated will be placed or remain on display, or that they will be exhibited or stored intact as a single collection. In addition, please be aware that curatorial decisions made during cataloging of new collections may result in objects being deemed more appropriate for use in our education department or to be deaccessioned.
8. All donations to the B.C.H.S. collections are irrevocable upon the formal and physical transfer to the Butts County Historical Society, unless otherwise documented.
9. All legal instruments of conveyance and warranty of title, signed by the donor/seller/agent setting forth an adequate description of the items involved, and the precise conditions of the transfer shall accompany all acquisitions.
10. All acquisitions by gift or bequest to the B.C.H.S. will remain in the possession of the B.C.H.S. for as long as they retain their physical integrity and authenticity, and if they remain useful in the fulfillment of the B.C.H.S. mission.



11. Federal law prevents the B. C. H. S. from providing appraisal values for donated items. Donors are responsible for appraisals of value prior to donation request. Donations are fully tax deductible within IRS guidelines. Please consult your tax advisor. The Butts County Historical Society will issue a letter of verification confirming acceptance of your donation, but monetary valuations must be issued by a professional appraiser.

12. Pictures should be clearly identified. Copies will be made of pictures and originals returned, if necessary. Written permission or limits of publication will accompany the pictures.

Upon submission of this form, consideration of the Object(s) must be determined by the Butts County Historical Society Board, or designated committee, to be consistent with the aforementioned criteria. The Committee(s) will review the information and requests. As part of this review process, the Committee(s) will also consider whether or not the Object(s) could better be placed at or with another organization and concluded that acceptance of the Object(s) is consistent with **applicable laws and professional ethics**.<sup>1</sup> If the Object(s) is/are found to be in accordance with the B.C.H.S. policies and procedures, the Object(s) may be accepted as a donation. The donor(s) will be contacted if the Object(s) has/have been reviewed and the B.C.H.S. seeks acceptance of the Object(s) upon approval by the B.C.H.S. Director and Board of Directors.

In signing this Donation request, you confirm that you have read the terms and guidelines for gifts of objects to the B.C.H.S.

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Signature of Donor(s) Date

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Printed Name of Donor(s) Date

*Next, please complete the accompanying Donor Questionnaire in order for the Donation Request to be processed and considered. Please supply accompanying documentation, including any restrictions if the donation is temporary or conditional. For your privacy, the B.C.H.S. will not share or release any information contained within this request. All information is confidential.*

(One copy for B.C.H.S. file and one for the donor)

What (additional) documents (such as photographs, letters, bill of sale, maker's notes, newspaper articles) do you have or are you aware of related to the object? \_\_\_\_\_

Are you able to provide copies of such documentation with your donation? \_\_\_\_\_

If your gift includes a photograph(s), please describe the event or the people it depicts and/or the place and date it was taken: \_\_\_\_\_

Additional comments, memories or stories about the Object: \_\_\_\_\_

If the donation is a picture or document: \_\_\_\_\_

Do you want the original returned? \_\_\_\_\_

Are there restrictions on the use of the picture or document the B.C.H.S. should know? \_\_\_\_\_

Appropriate credit to the donor(s) will be given in a manner consistent with B.C.H.S. policies and practices. If anonymity is desired, please indicate here with your initials (this does not affect the review of your request): \_\_\_\_\_

If any of the above information is used in exhibition labels or publications created by the B.C.H.S., how do you wish to be acknowledged? \_\_\_\_\_

Named \_\_\_\_\_ Remain anonymous \_\_\_\_\_ Be otherwise acknowledged \_\_\_\_\_

Please state EXACTLY how you would like to be acknowledged: \_\_\_\_\_

If in the future the Object(s) are deemed unusable by the B.C.H.S. in accordance with its de-accession and disposition policies, please indicate your preference for disposition of the Object(s):

- The Butts County Historical Society may sell the Object(s)
- The Butts County Historical Society may exchange the Object(s) with or donate the Object(s) to another non-profit organization.
- The Butts County Historical Society should make a good faith effort to locate the donor(s) or their heirs or successors and offer to return the Object(s) before other disposition.

Is this donation outright and unconditional to the Butts County Historical Society? \_\_\_\_\_

Please list any restrictions \_\_\_\_\_

By completing, signing, and submitting this document, I confirm that all information presented is true and factual. I have read and agree to the guidelines for Butts County Historical Society donation requests.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name