

Donating Objects to the Shasta Historical Society

We welcome and encourage donation of items and collections to the Society. However please be aware that we are not in the position to accept all items that are donated to us. Reasons for not accepting a donation may include relevance to mission, duplication of existing items in collection, physical space constraints, provenance, condition, or restrictions on a donation such as requiring an item be displayed. Collections Staff and a Collections Committee will discuss and review items before anything is accepted on the Society's behalf.

An appointment with collection's staff must be made to drop off and transfer donations to the Society's custody. The Society's collection staff is the only staff authorized to accept donations and potential donors MUST make an appointment with Collections staff PRIOR to dropping off materials. Drop offs at the front desk will not accepted.

List each item with its description. This must be completed before meeting with Collections staff.

Description & history of Item/s (The more accurate information you can give us about an item			
you wish to donate, the better we will be able to understand its significance and interpret it for the			
education of the public). Give detailed history for the item(s): significance to Shasta County			
history, who owned it/used it, where was it used, what purpose did it serve, any important stories, how did it come to the area, how long have you owned it? Etc. Submitting photograph			
			of the object(s) are also appreciated.
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CON condit	DITIONS : Any item/s donated, as detailed above, will be accepted under the following tions:	
1.	No responsibility will be accepted by the Shasta Historical Society for any deterioration of damage that may occur to item/s.	r
2.		
3.	If items are not retrieved within 30 days of receiving declined letter, the Society has the rig to dispose of them.	ght
4.	Should the depositor fail to reclaim deposited items within thirty (30) days of notification, the items shall be deemed an unrestricted gift and they become the property of the Societ and may be transferred to another institution, sold, or discarded.	
First a	and Last Name: Date:	
Phone	e Number: Email:	

Thank you for taking the time to fill out this form!