



## Murrieta Museum

### Center of Cultural and History

## Artifact Donation and Loan Policy

The Murrieta Museum selectively collects and preserves photographs, papers, books, audio, digital material, and three-dimensional objects that are historically significant and unique to the Murrieta Valley. In addition, the Murrieta Museum (hereafter referred to as the Museum) considers whether:

- An item is of historical value and has documentation to the Murrieta Valley
- An item is identical or similar to things already in the museum's collection
- The museum is able to properly store and care for the material
- If an item that is being donated and needs repair/restoration, the donor may be required to pay for those services.

The Museum will not purchase Artifacts for its collection.

The Museum director can make decisions on what is accepted on artifacts as stated above for donation/loans.

The Museum Committee will be kept updated and if there is a rare or questionable donation/loan the Museum Committee will be presented a full report and make the decision to accept or refuse the item with the recommendation of the Museum Director.

All donors must sign a **Deed of Gift (see attached form)** form provided by the Museum before we can take possession of the donation. All donations to the Museum will be outright, unconditional, and irrevocable gifts to the Museum, and will become the complete and total property of the Museum at the time of the Donor's signature on the Deed of Gift. The Museum will **not** accept donation unless the Deed Gift is signed.

Because interests and objectives change and subsequent acquisitions may be in better condition or more useful for the Museum's purposes, no guarantee can be made that the artifacts on the face of this agreement will always remain under ownership of the Museum or in the collection designated herein. If removed from the Museum's collections at any point, these artifacts will not be returned to the original Donor, but will be handled according to the Artifact Donation Policy. The Museum is not required to notify the original Donor of an artifact's removal from the collections. The Museum may deaccession the object(s) or dispose of it in an appropriate manner, which may include sale, donation to another

museum, library, or archive for educational purposes; exchange with another museum or non-profit institutions; use in educational and research programs at the museum; or physical destruction.

The goal of preserving our collections, limited space, and the policy of changing exhibitions do not allow the Museum to permanently exhibit any artifact.

If it is on **Loan (see attached form)**, an offered loan which meets one or more of the above criteria may be accepted by the museum director. Extension, Return, Cancellation, and Abandoned Property the object in custody may remain in the possession of the Museum for the time specified in the contract, but may be returned to the Lender at any time earlier by the Museum. If an extension is requested for long-term research, examination, or exhibition, the Museum will make a formal, written request to the Lender.

Unless otherwise noted in writing, the Museum will return the items only to the Lender and only at the address specified in the agreement. The Museum assumes no responsibility to search for a Lender who cannot be reached at the address specified in this agreement. The Lender will/may be required to pay additional costs, if any, if the Lender requests the return of the work to another address.

The loan is made with the understanding that the object(s) will be in the Museum's possession during the entire period requested. Any intention by the Lender to recall or cancel the loan must be for good cause, communicated to the Museum with at least two (2) weeks' notice, and will result in the Lender's responsibility to transport the object. The Museum will attain written approval from the Lender if it desires an extension for the loan period.

Interpretation any object(s) to be placed on exhibit is open to interpretation by the Museum. The Lender loans the object(s) with the understanding that he/she cannot restrict, command, or otherwise determine the manner in which the Museum will interpret the object, its use, and its placement in the exhibit.

Care and Preservation, the Museum will exercise the same care with respect to the object(s) on deposit as it does with comparable property of its own. The Museum will not alter, clean or repair objects on deposit. The Lender certifies that the objects lent are in condition to withstand ordinary strains of packing, transportation and handling. The Museum will notify the Lender immediately, followed by a full written and photographic report, if damage or loss is discovered. The museum has no insurance on any holding and cannot reimburse the owner for loss or damage.