



## Temporary Custody Receipt Form

This is to acknowledge receipt of the items below by the Rossland Museum & Discovery Centre from:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov.: \_\_\_\_\_

Postal code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**The items listed below are being left in the custody of the Rossland Museum & Discovery Centre:**

To be considered for acquisition\*. The museum reserves the right to keep, lend, or otherwise dispose of the donated material;

To photograph for the duplicate to be added to the Museum's Archives; or

For other; please specify: \_\_\_\_\_

\*Acceptance of the donation is dependent upon review and compliance with the Collections Management Policy. Should the donation be accepted, the donor will be required to sign a Deed of Gift Form, transferring full legal ownership of the material to the museum. If the donor does not return the Deed of Gift Form or the museum can not contact the donor 90 days after the sent date of the Deed of Gift Form, the museum is entitled to keep or dispose of the object according to policy.

### Disposition if not accepted for accession:

Donor will pick up within  
90 days of notification

May be used in education or exhibit programs, transferred to another institution, or otherwise disposed of or destroyed

### Object Description (attach extra sheets as needed)

**I have read the policies governing temporary deposits listed on the reverse side and agree to the conditions**

Received From: \_\_\_\_\_  
(Donor's signature)

Date: \_\_\_\_\_

Received By: \_\_\_\_\_  
(Museum Representative signature)

Date: \_\_\_\_\_

Item(s) returned, destroyed, transferred by: \_\_\_\_\_  
(Museum Representative signature)

Date: \_\_\_\_\_

# Conditions governing Temporary Deposits at the Rossland Museum & Discovery Centre

1. If the item(s) described on the face of this receipt is/are accepted for donation to the Rossland Museum & Discovery Centre (RMDC), the donor will be notified in writing, and a donation form will be sent for signature. This signature will transfer the ownership of said item(s) to the Rossland Museum & Discovery Centre;
2. If any items are not selected for donation, the donor will be notified in writing and will have ninety (90) days from the date of notification to reclaim this property;
3. Should the donor fail to reclaim the items within thirty (90) days of notification, the item(s) shall be deemed an unrestricted gift, and they become the property of RMDC and may be transferred to another institution, sold, or disposed of;
4. The RMDC will exercise reasonable care with regard to items on temporary custody. The donor hereby releases the RMDC from all liability with respect to any loss or damage to the item(s) referred to on the face of this receipt while said item(s) is/are in the RMDC possession or in transit and agrees that the RMDC is not required to cover such item(s) with additional insurance; and
5. Should the legal ownership of the item(s) change while the items are pending, whether by reason of death, sale, insolvency, gift, or otherwise, the new owner shall be required to establish the legal right to receive the items prior to their return by proof satisfactory to the RMDC.

**Please complete the following questionnaire regarding important object information that will aid us in determining the objects history.**

① How did you discover or obtain the object(s)?

---

---

② Are you the original owners or maker of the object(s)?

---

---

③ What was the original **use** of the object(s)?

---

---

④ Who else has owned or used this object(s), and when?

---

---

⑤ Please provide any known biographical details, background information, or stories associated with this object(s).

---

---

⑥ Other pertinent details:

⑦ Please list names and contacts of anyone else who may have **additional information** on these objects to share with the museum.