

Potential Object Donation Information

Thank you for your interest in donating an object to the Chandler Museum's collection. Below please find information on the Museum's collecting scope and process for donations. *Questions?* Contact Sarah Biggerstaff at Sarah.Biggerstaff@chandleraz.gov 480-782-2877.

The Chandler Museum collects

materials documenting the history of Chandler, including but not limited to: photographs, books, manuscripts, architectural drawings, clothing & accessories, furniture, textiles, household items, agricultural tools, paintings, prints, documents, paper ephemera, periodicals, manuscripts, recordings, and microform.

When considering an item for the collection, the Museum reviews its ability to care for the item, the item's condition, and the item's relationship to the City of Chandler.

Proposing materials for donation

Option 1: Email photographs and information on the item (maker, date, previous owner, etc.) to Sarah.Biggerstaff@chandleraz.gov. The collections staff will review and respond as soon as possible. You will be notified of the Museum's decision within 30-90 days.

Option 2: Bring your item to the Chandler Museum (300 S. Village Dr.) during public hours: Tuesday - Saturday 10 AM to 5 PM; Sunday 1 - 5 PM. Staff will help you fill out a *Temporary Custody Receipt*. This form records information about the potential gift until the Museum determines if the item will be accepted. You will be notified of the Museum's decision 30-90 days after the completion of the *Temporary Custody Receipt*.

Accepted Donations

The Museum will send you a *Deed of Gift* to sign and return within 90 days of acceptance. An extra copy of the *Deed of Gift* will be included for your records. If the signed *Deed of Gift* is not received within 90 days, ownership of the item will be transferred to the Museum without restriction or condition.

The *Deed of Gift* is a formal and legal agreement between you (the donor) and the Museum that transfers ownership of and legal rights to the donated item. Ownership of intellectual property rights (ex: copyright) will also be legally transferred by the *Deed of Gift*.

Declined Donations

The Museum will contact you to pick up the item within 30 days during public hours: Tuesday - Saturday 10 AM to 5 PM; Sunday 1 - 5 PM. If not picked up, the Museum will dispose of the item via methods detailed in the *Temporary Custody Receipt*.