
Temporary Custody Receipt

DES MOINES COUNTY HISTORICAL SOCIETY • 501 N 4th St • Burlington, IA 52601

This is to acknowledge receipt of the items listed below by the Des Moines County Historical Society from:

Please Print

Donor/Source Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone #: _____ Email: _____

A) If items are accepted for accession to the DMCHS collection, the items listed below are left in the custody of the Des Moines County Historical Society to be considered as:

An unconditional donation. The item(s) become final property of the Des Moines County Historical Society to be used within the collections of the museums per the Bylaws of the organization.

B) If items are not accepted for accession to the DMCHS collection:

Donor/Source will pick up Please dispose of

Item(s) and Brief Description:

Staff/Volunteer:

Donor/Source:

(Signature)

(Signature)

Date: _____

Date: _____

Thank you for considering the Des Moines County Historical Society as a permanent home for your item(s)! Our collection has been built through the gifts of our members and community. Please be advised:

- DMCHS does not purchase items for their museums at any time.
- All items will be reviewed for inclusion in the collection by consensus during the regular Collections Committee meetings.
- Once accepted a Deed of Gift will be mailed to the donor for signature and to be returned by mail. If the Deed has not been returned to DMCHS within 90 days of receipt of Deed, all artifacts listed thereon will become the complete and undisputed property of the Museum. Should the source/donor wish return of any or all the listed items, DMCHS must be notified in writing along with the unsigned Deed of Gift by the 90th day of postmark of said letter.
- The museum cannot guarantee if or when an artifact accepted into the collection will go on display.
- The donor will be notified if items are not accepted for the Museum’s collections. If after 90 days of notification stated items are not retrieved by the donor, they shall be considered the complete and undisputed property of DMCHS.
- The Museum is not financially responsible for the return delivery of artifacts to the donor.
- Items presented for the museum collections retain no monetary value as they are irreplaceable. No employee or agent of DMCHS is able to provide any appraised value. Should a gift require a tax receipt, value is the responsibility of the donor by an outside source prior to making the donation.

If you have any questions about the donation process, please contact the museum at 319-752-7449 or dmchs@dmchs.org.