

TITLE: Acceptance of Gifts and Loans, MUW Archives/Museum

AUTHOR: University Archivist

EFFECTIVE: July, 1982

PURPOSE: To set forth the conditions under which gifts and loans shall be made to the Archives/Museum

REVIEWER: University Archivist

OPERATING DETAILS:

1. The Archivist-Curator will exercise discretion in determining whether a gift should become a part of the permanent collection. A review panel consisting of a least three persons may be appointed to evaluate gifts.
2. The donor of any gift to the Archives/Museum must indicate the status of the gift. If the gift is permanent, the donor makes the university the custodian of the artifact in a brief written statement and authorizes the Archivist/Custodian to make final disposition as appropriate.
3. The donor of an artifact to be loaned to the university Archives/Museum determines, with the assistance of the Archivist-Curator, the length of time the artifact will be available for the use of the university (normally not more than one or two years). At the close of the designated time agreed upon for such loan, the donor or heir is responsible for reclaiming and removing the artifact within a reasonable period time.
4. In the event items are loaned which are of considerable monetary value, the donor shall be advised to have an appraisal made on the item by the I.R.S., an antiquarian or other authorized expert for legitimate deduction on income tax reports. State buildings have no fire or other insurance; therefore, the university is not responsible for the safety of the item. All reasonable precautions will be taken to safeguard all contents of the university Archives/Museum.
5. Loaned items will be considered as a section of "special collections".
6. With all donations, permanent or temporary, the donor must submit a written statement that the university will not be subject to legal action due to misunderstanding by donors, heirs, etc. These statements will be maintained in a permanent file in the office of the Archivist-Curator for ready reference.
7. Contributed gifts of value should pass through the MUW Foundation to

ensure tax deductions and appropriate receipting, acknowledging,  
recording and reporting.

MISSISSIPPI UNIVERSITY FOR WOMEN  
Archives and Museum

CONTRACT OF GIFTS

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

convey(s) to the MUW Archives and Museum the following:

as an unrestricted gift, and transfer(s) to the Mississippi University for Women Archives and Museum legal title to said gift. I/we agree that any materials in the collection felt inappropriate to the Museum's collection shall be disposed of by the Museum as it sees fit or returned to me/us if this is so stated here.

Donor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Donor's Address \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_  
Mississippi University for Women, Archives and Museums

