

Steps for Donation Process

All Permanent Collection offers are reviewed by the District's Collection Donation Committee [CDC]. While the Committee gives serious consideration to all donation offers not everything can be or is accepted. The following questions are used as a guideline in the decision making process.

1. Is it relevant to the District's mission?
2. Is it unique – that is, does it already exist in the Collection? Do we need another sample?
3. Can the District house it properly? Are there size, materials or special considerations?
4. Does it pose a hazard to the collection, staff or visitors in any way?
5. How can it be used by the District?
6. Does it require expenditures for conservation?

CDC approved donations are sent to the District's Board of Directors for final acceptance into Permanent Collection. A Gift Receipt [see Gift Receipt Policy PDF] and letter of thanks is then sent to the donor to complete the legal transfer of ownership to the District.