



Sanford Museum

Donations at the Sanford Museum

Are you thinking of donating an item/s to the Sanford Museum? If so please read the below to help understand if your item fits within our collection

The Sanford Museum's Statement of Purpose and Mission

To preserve the history of the city of Sanford by collecting historic materials and information. To interpret this history for local citizens and visitors with exhibits, publications, and programs. To perpetuate the memory of the life and career of city founder Henry Shelton Sanford by preserving and exhibiting materials relating to his private life, career, and business ventures. To encourage research by the academic community into the contributions of Henry Shelton Sanford.

Questions to Ask Before Donating:

What objects will help you fulfill the Sanford Museum's Mission? The Sanford Museum takes objects relating to Sanford's cultural, economic, social, architectural, and political history.

What types of objects does the Sanford Museum collect? Sanford Museum will collect objects that can either be housed in the museum's archives or used for research and education on the City of Sanford's history and on Henry Shelton Sanford's life and history.

What geographic scope and time period is appropriate to the Sanford Museum? The Sanford Museum only collects items that are from or about the greater Sanford area, and our scope focuses on human history of the area until the modern day.

What are the sources for the objects in the Sanford Museum? The Museum will only accept items that are donated. If the Museum finds an item for purchase that would be important to the Museum's collection the item may be purchased from funds donated by the public or if an item is for sale the Sanford museum would like to add to their collection, they will ask the Friend Organization the Sanford Historical Society. If you would like an item to be purchased and given to the Sanford Museum please contact the Sanford Historical Society at sanfordhistory@gmail.com

Under what conditions or terms that the Sanford Museum will collect objects? Will you allow your donors to put stipulations on their donations? If so, what are those stipulations? The Sanford Museum is a municipal museum in Florida and must adhere to

Sunshine State Laws. This means when an item is donated, the donor cannot add a stipulation because it is considered public property. If a donor wishes to add restrictions we cannot take their donation.

What are the Criteria for Gifts, and Accessioning? *Accession* is defined as coming into possession of something or acquiring something especially for a permanent collection.

Materials and objects must meet the following criteria

- a. The acquisition must conform to Sanford Museum's collecting objectives.
- b. The present owner must demonstrate or verify clear title to the extent possible.
- c. The acquisition must, in general, be free from donor imposed restrictions.
- d. If possible, no acquisitions will be encumbered by less than full literary rights, property rights, copyrights, patents or trademarks, or by physically hazardous attributes.
- e. Museum staff must be able to care for and house the proposed acquisition according to generally accepted professional standards.
- f. No staff member will appraise a gift or any other artifact for a member of the public.

If your item/s fits those standards we then we ask that you photograph the item/s that you would like to gift us and email the images along with the PROPOSAL OF GIFT/LOAN form that required a short description, and history of where the item/s came from (provenance) to SanfordMuseum@sanfordfl.gov

If one cannot email, we request that you come to the Sanford Museum, where a museum staff member will photograph the item/s and ask you to fill out the PROPOSAL OF GIFT/LOAN

After the Sanford Museum receives that above information, the Museum will try to meet every other month with the Collections Sub-Committee of the Sanford Museum Advisory Board to discuss the items you have proposed for donation and if it fits within the Sanford Museum's criteria. Your item will be either accepted or reject for accessioning.

If your item is accepted you will that you fill out DEED OF GIFT paperwork that is attached to this document.

If you have any questions about the donation process please contact the Sanford Museum at 407.688.5198 or SanfordMuseum@Sanfordfl.gov



CITY OF
SANFORD
PARKS & RECREATION
DEPARTMENT

Sanford Museum

For Museum Use Only:

Date Sent

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Sanford Museum

PROPOSAL OF GIFT/LOAN

Name: _____
Address: _____
City: _____
State: _____ Zip Code: _____

Home # _____
Work # _____
Fax # _____
Email: _____

Description of Artifact(s):

Provenance of Artifacts(s):

Donor: _____ Date: _____

For Museum Use Only:

Accepted paperwork for Sanford Museum by:

Name: _____ Date: _____
Title: _____

For Museum Use Only After Meeting with Advisory Board:

Artifact: (ACCEPTED) (REJECTED)



CITY OF
SANFORD
PARKS & RECREATION
DEPARTMENT

Sanford Museum

For Museum Use Only:

Accession #

Date Sent

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Sanford Museum

DEED OF GIFT

Name: _____
Address: _____
City: _____
State: _____ Zip Code: _____

Home # _____
Work # _____
Fax # _____
Email: _____

Description of Artifact(s):

This Deed of Gift represents an agreement between Sanford Museum and the Donor(s) named hereon. Any variation in the terms and conditions noted hereon must be submitted in writing to the Curator, or the Museum Assistant, or other appropriate representative of the Museum for approval. The Donor received no goods or services in consideration of this gift.

I/We certify that I/we have read and agree to the “Terms and Conditions for Artifact Donations” found on the reverse of this form, and that the artifacts being offered are my/our personal property not otherwise secured to a third party. I/We do hereby irrevocably and unconditionally give and transfer to the Museum all rights, title, and interests, including all copyright, trademark, and related property interests, if any and when owned by me/us, in and to the described property.

Donor: _____ Date: _____

This Gift is Given in Memory of: _____

For Museum Use Only:

Accepted for Sanford Museum by:

Name: _____

Date: _____

Title: _____

Sanford Museum

TERMS AND CONDITIONS FOR ARTIFACT DONATIONS

1. All donations to the Museum will be outright, unconditional, and irrevocable gifts to the Sanford Museum (hereafter referred to as the Museum), and will become the complete and total property of the Museum at the time of the Donor's signature on the Deed of Gift.
2. Donations may be tax deductible. However, the Museum will provide no appraisal of the gift. It is the responsibility of the Donor to obtain this.
3. If the Deed of Gift has not been signed by the Donor after 90 days of notification of its acceptance for the Museum's collections, the artifacts listed on the Deed will become the property of the Museum, without any liability accruing to the Museum or its agents or employees.
4. Because interests and objectives change and subsequent acquisitions may be in better condition or more useful for the Museum's purposes, no guarantee can be made that the artifacts on the face of this agreement will always remain under ownership of the Museum or in the collection designated herein. If removed from the Museum's collections at any point, these artifacts will not be returned to the original Donor, but will be handled according to the current Collections Management Policy. The Museum is not required to notify the original Donor of an artifact's removal from the collections.
5. The goal of preserving our collections, limited gallery space, and the policy of changing exhibitions do not allow the Museum to permanently exhibit any artifact.
6. There are two types of collections currently maintained by the Sanford Museum:
 - A. Permanent Collection.** 3D artifacts and original documents, photographs, and library materials are accepted for the permanent collection with long-term preservation as the primary focus. These contribute strongly to the Museum's mission, and have strong documentation. They may be used for exhibition, research, and the further documentation of other parts of the collection. Artifacts with this designation are stored in a climate-controlled environment and in areas where light levels are regulated, and handling is restricted.
 - B. Use/Education/Reference Collection.** 3D artifacts, documents, photographs, and library materials may also be accepted for educational use. These artifacts may be used as general reference material for the public, serve to illustrate talks and demonstrations, or provide visitors and program participants with "hands on" knowledge (meaning the artifact may be touched). Such artifacts might be used in exhibition situations where the environment and/or security of artifacts might threaten their long term preservation. Environmental conditions, light levels, and handling are not restricted.
7. The Donor freely consents and grants the Sanford Museum, its assignees, licensees, and successors, the right to record his/her name, contact information, and documentary information and images relating to donated artifacts. The Donor also consents and grants the aforementioned parties the right to use, adapt, publish, print, broadcast, transmit, and distribute worldwide, in whole or in part, in any and all languages, in any and all media and formats now known or hereinafter devised, and the right to sublicense the publication, exhibition, broadcast, transmission, distribution, and translation rights now and in the future, with the exception of private contact information.

The Donor's signature also constitutes free consent and permission to use his/her name and biography, and information and images relating to donated artifacts, including but not limited to use on the Sanford Museum's internet web site, exhibitions, promotional brochures, broadcasts, and transmissions. He/She/They expressly releases the Museum from any and all claims arising out of the use of his/her/their name and biography, and documentary information and images relating to donated artifacts