

SMOKY HILL MUSEUM POLICIES & PROCEDURES

Thank you for choosing the Smoky Hill Museum as the custodian for your historical artifacts. Please carefully read the following information regarding our policies and procedures. If you have any questions, please do not hesitate to contact Museum staff by phone at 785-309-5776 Monday through Friday from 9:00 a.m. to 5:00 p.m. CST.

As stated, the provisional receipt acknowledges the temporary physical transfer of the object(s) listed on this form into the custody of the Smoky Hill Museum for donation, loan, or purchase. While under the stewardship of the Museum, each object will be treated with the same reverent care as objects previously assimilated into the permanent collection by professionally trained staff under the strict guidance of the Museum's collections management policy and the national standards and best practices laid down by the American Alliance of Museums, the American Association of State and Local History, the American Institute for Conservation, and the Society of American Archivists among other recognized and accredited authorities. For the duration of this period, the current owner is legally responsible for insuring the artifact and notifying the museum of any change of address or means of contact pursuant to K.S.A 58-4001-4013. Please retain the copy of this document for your records until such time as a museum representative contacts you with further instructions regarding the status of your donation, loan, or purchase. To underscore and elaborate on the previous policy described on the front of this document, as the current owner, or legal representative of the owner, by signing and dating this receipt, you attest to the truth and accuracy of the information you have provided, and take full responsibility for any false, mistakenly or otherwise, information notated on this form. Furthermore, to the best of your knowledge, the object(s) were obtained by legal means in accordance with all laws issued by the State of Kansas, the United States of America, and international treaties regarding the illicit importation, exportation, and transfer of ownership of cultural artifacts that infringe on indigenous rights and/or were illegally obtained during conflict, and whole or materials derived from threatened or endangered species pursuant to the following conventions, to name a few: Kansas Antiquities Act, Kansas State Preservation Law, Unmarked Burial Sites Preservation Act, Native American Graves Protection and Repatriation Act, National Historic Preservation Act, The Endangered Species Act, and the UNESCO 1970 convention.

The object(s) listed on the face of this receipt will be submitted for review to the Smoky Hill Museum's Collections Committee, which acts as a representative for the community of Salina and greater Saline County. Designated Museum representatives identify, research the historical significance, provenance (chain of ownership), and evaluate the physical condition of the artifact(s) in accordance with the Museum's collections management policy, collections plan, and to national best practices for collections stewardship as an accredited institution. The proposed artifact(s) will be presented to the Collections Committee at their next available meeting date to approve or deny acceptance into the permanent collection. A Museum representative will notify you of the Committee's decision within thirty days. If accepted, you will be issued a letter of acknowledgement and a Deed of Gift requiring your signature that states your intent to unconditionally and irrevocably transfer all legal rights to which you own to the physical and intellectual property of the object to the City of Salina to which you received no goods and services in exchange. Once the Deed of Gift is signed by all parties, the City of Salina holds all legal rights giving the Museum the right to exhibit, loan, and/or deaccession the artifact in accordance with applicable state laws. The Museum cannot guarantee your object(s) will be exhibited immediately or long-term based on the artifact's fragility or physical condition, environmental conditions, and/or other extraneous circumstances that require the object to be appropriately housed for its safety and longevity, but all efforts will be made to make the artifact available for public inquiry and research whether physically or digitally to be best of the Museum's ability in regards to the conditions listed above.

If you claim a deduction for charitable contribution of property, you are responsible for determining the requirements of the Internal Revenue Service set forth in publications 526, Charitable Contributions, and 561, Determining the Value of Donated Property, along with filing form 8283 for the tax year of your donation. If an appraisal is needed, the donor is responsible for arranging an independent appraisal. Certified appraisers can be found through The National Association of Appraisers online. As the Smoky Hill Museum is a tax-exempt government entity, it is unlawful for museum staff to appraise, authenticate, or assign monetary values to donated objects in accordance with IRS section 501(c)3.