

LIMA HISTORICAL SOCIETY ACQUISITION COMMITTEE
ACQUISITION PROCEDURE FORM

DATE: _____

LIMA HISTORICAL SOCIETY
1850 ROCHESTER ST. LIMA, NEW YORK 14485

DEED OF GIFT
(PERMANENT COLLECTION)

This certifies that _____ of
_____ has donated

as a gift, the articles listed below to the Lima Historical Society's permanent collection.
This gift is made to the Society unconditionally and with the knowledge of the policies
listed on the reverse side of this paper which the Board of Trustees of the Society have
adopted.

LIST OF ARTICLES RECEIVED

Signature of Donor

Signature of the LHS Curating Comm.

Date

Date

LIMA HISTORICAL SOCIETY
1850 ROCHESTER ST. LIMA, NEW YORK 14485

DEED OF GIFT
(PERMANENT COLLECTION)

PRESENTED BY: _____ FOR: _____

1. WHAT IS THE OBJECT? _____
2. FOR WHAT PURPOSE WAS IT USED? _____
3. WHAT IS ITS PROVENANCE?
 - a. Who used it? _____
 - b. Where was it used? _____
 - c. when was it used? _____
 - d. Who was its manufacturer/artist/publisher? _____
 - e. Where was it made? _____
 - f. When was it made? _____
4. WHAT IS THE OBJECT'S CONDITION?
 - a. Is conservation needed? _____
 - b. Can the conservation work be done safely and acceptably by the Society? _____
 - c. What is the estimated conservation cost? _____
 - d. Does the object require special storage? _____
5. CAN THE SOCIETY CARE FOR AND STORE THE OBJECT PROPERLY? _____
6. ARE THERE SIMILAR OBJECTS IN THE COLLECTION? _____
7. DOES THE DONOR/VENDOR HAVE RELATED MATERIALS WHICH HELP TO DOCUMENT OR ENRICH THE OBJECT? _____
 - a. If yes, list the materials: _____
 - b. Are these materials available to the Society? _____
8. IS THE OBJECT BEING GIVEN WITH FREE AND CLEAR TITLE? _____
9. HOW DOES THE OBJECT ENHANCE THE SOCIETY'S STATED PURPOSE? _____
10. ACCEPTED? _____

LOAN AGREEMENT

The following item(s) are loaned from the collections of the Lima Historical Society to _____ from _____ to _____ for the purpose of _____ subject to the conditions below.

- Conditions: 1. Borrower accepts total responsibility for the safe return of all items in the same condition as lent and agrees to replace or restore any or all items in case of loss or damage during the loan period. 2. In all instances (publicity, publication, lectures, demonstrations, etc.) appropriate credit shall be given to the Society as lender by "from the collections of the Lima Historical Society" along with any special designation as may be indicated on the reverse of this form.

Borrower

for the Society

PERMISSION TO COPY

Permission is hereby granted to the borrower to COPY the aforementioned item(s) in _____ form for the purpose of _____ ONLY, with the understanding that other use of said copy(ies) requires additional permission and that appropriate credit shall be given to the Society in accordance with condition 2 above.

Date

Borrower

for the Society