**Temporary Deposit Receipt**

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| --- | --- |
| Owner(s) Name: Click here to enter the name of the owner. | |
| Mailing Address: Click here to enter the address of the owner. | |
| Town/City: Click here. | Prov./Terr.: Click here. |
| Country: Click here. | Postal Code: Click here. |
| Telephone #: Click here. | Email: Click here. |

* Potential donations entering the Museum will be handled and cared for according to professional standards. However, the Museum accepts no liability for objects temporarily deposited in, or during their transmission to or from, the Museum.
* Each item being considered for donation will be carefully evaluated before a decision is made.
* If the item is accepted, a copy of the signed Donation Receipt will be returned to the Donor. Items not accepted into the collection will be dealt with based on the wishes expressed on this page.
* Objects not returned by mail must be collected within 30 days of notification. **Items not claimed within 30 days of notification may be disposed of at the Museum’s discretion.**

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The Swift Current Museum acknowledges temporary receipt of:

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| Click here to list the item(s) being deposited. |

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Which has been left as a temporary deposit on Select Date C.E. for the following:

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| --- | --- |
| Purpose  *(Check all purposes that apply.)* | Study/Documentation |
| Museum Donation |
| Educational Use (Hands On & Reference Use) |

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| --- | --- |
| If items are not accepted:  *(Check only ONE option.)* | Please contact, the ‘Owner(s)’, to return the items. |
| Please transfer/dispose as seen fit by the Museum, including destruction. |

*In signing this form the owner, or depositor on their behalf, confirms having read and understood the above conditions and agrees to comply with them.*

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| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Depositor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Receiving Staff Member |

*(Background information can be provided on the reverse of this sheet.)*

**Provenance Information**

*If not already supplied elsewhere. Not all fields may be applicable to your donation. Thank you.*

1. Please describe the history of creation and use for the item(s), If known.

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| --- |
| Click here to enter text. |

1. To the best of your ability, please provide a history of ownership of the item(s).

|  |
| --- |
| Click here to enter text. |

1. Please note any additional connections the item(s) have to Swift Current and the surrounding area.

|  |
| --- |
| Click here to enter text. |

1. Please provide any additional information about the item(s) you think may be relevant.

|  |
| --- |
| Click here to enter text. |

1. Any additional information about yourself, past owners, dates, general residence locations, professions, etc. will provide context for Staff when reviewing your potential donation.

|  |
| --- |
| Click here to enter text. |

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*The Swift Current Museum is a non-profit public institution owned and operated by the City of Swift Current to collect, preserve, study and interpret the history of the region for the greater public good and the use of future generations. Donations are accepted by the Museum only if they are deemed to be of some scientific, historic, cultural and /or educational significance to this mandate. All donations to the Museum become the exclusive property of the Museum in trust for the people of Swift Current. They may be used in any manner, including being displayed, loaned, or dispersed in accordance with the formally established purposes and policies of the Museum. They are accepted unconditionally and without restrictions unless otherwise agreed to by the Museum in writing.*

*The Museum gratefully acknowledges all donations and commits itself to this important trust responsibility.*