

MINIATURE MUSEUM
OF GREATER ST. LOUIS

4746 Gravois Avenue
St. Louis, MO 63116
(314) 832-7790



Donor/Seller

Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Date _____

In accordance with the CONDITIONS shown on Page 2, the object(s) listed below are acquired by the Miniature Museum of Greater St. Louis.

Number

Description

Include as much information as possible pertaining to the creator, date made, special pieces, antique, electrified, dimensions, scale, etc. Use back of this form is needed..

I hereby covenant that I am the lawful owner of the personal property, goods, and chattel herein described; that they are free from all encumbrances; that there has been no prior pledge, option, or gift of any part hereof and I have the right to give or sell the same as aforesaid; that I will warrant and defend the title thereto against lawful claims and demands of all persons.

Having read and understood the CONDITIONS listed on this agreement and the COLLECTIONS POLICY listed on the back of this form, I hereby Convey and Warrant (as an unconditional and irrevocable gift or in consideration of the payment referred to below) the above described "Acquisition" together with all gift or in consideration of the payment referred to below) the above described "Acquisition" together with all Copyrights, Trademarks, and Associated Rights pertaining thereto to the Miniature Museum of Greater St. Louis.

Signature of Donor/Seller _____ Date _____

Witness _____

Acquisition is Donated. Donor's name may be used in: (please circle choice)

Publicity about this gift: Yes No Exhibit captions/catalogs: Yes No

Receipt of above material is hereby acknowledged with appreciation for and in behalf of the Miniature Museum of Greater St. Louis

Museum Representative Signature _____ Date _____

Witness _____

COLLECTIONS POLICY

PURPOSE

The purpose of the Miniature Museum of Greater St. Louis is to establish and maintain a museum for cultural and educational purposes to exhibit miniatures to members and the public; and to encourage the collection of miniature to preserve history for educational purposes.

ACCESSIONS

The Museum will only collect those objects of the above nature that it is able to care for and use in a manner acceptable to the Museum. Accessions must be the best available at the time, fill a recognized deficiency or upgrade existing collections, and be adequately documented as determined by the accessions committee.

Because the Museum will periodically change exhibits, no object can be considered on/for permanent exhibit. Accessioned objects may be used for exhibition, study, research, loan, or deaccession.

Donations to the Museum are tax deductible to the extent allowed by law, but the Museum shall not appraise donations for tax purposes. Nor shall Museum staff appraise items as a service for visitors. For the protection of the donor/seller, it is recommended that appraisals be accomplished by a disinterested third party before the item is conveyed to the Museum.

In the event that any object(s) is/are offered as a gift/bequest, it is understood that gift/bequest is outright and unconditional.

DEACCESSIONS

In order to improve existing collections, make maximum best use of available space, and best serve the public interest, the Accession Committee may propose to the Board of Directors that an object or objects be removed from the collections. Deaccessioned items may be traded to other institutions or be sold with specific approval of the Board of Directors. None shall, in any way or at any time, be sold or conveyed to any Museum employee, member of the Board of Directors, or to their representatives.