

**THE WESTMORELAND
MUSEUM of AMERICAN ART**

221 North Main Street, Greensburg, PA 15601
Phone: (724) 837-1500

DEED OF GIFT

I, We _____ hereby donate to The Westmoreland Museum of American Art the articles that are described below. The Museum will consider the articles as unrestricted gifts which may be used in any manner that is deemed to be in the best interest of the Museum in accordance with the collections policy listed on the REVERSE of this agreement.

Accession Number:

Description:

(Attach extra sheets as needed)

Having read and understood the CONDITIONS listed on this agreement and the collections policy listed on the REVERSE, and certifying that I am (we are) the lawful owner(s) or have the authority to make this gift, I (we) unconditionally and irrevocably donate the property herein listed to The Westmoreland Museum of American Art.

(Donor)

(Witness)

Residing at: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Accepted for The Westmoreland Museum of American Art by:

Signature: _____ Title: _____

Witness: _____

Dated this _____ day of _____ 20_____

No. of pages _____

Please sign all copies, detach second copy for your records, and return remaining copies to The Westmoreland Museum of American Art.

(Over)

Mission

The Westmoreland Museum of American Art offers a place to share compelling and meaningful cultural experiences that open the door to new ideas, perspectives, and possibilities.

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 profession at large. The Museum cannot engage in indiscriminate acquisition. 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 Curator, who maintains direct responsibility for his/her division.

Gifts to the Museum are considered outright and unrestricted donations to be used in the best interests of the Museum. Any exception, when required, may be made by the Curator only with approval from the Director/CEO. Donors must declare in writing that they have full ownership of the item(s) donated and have complete authority to make said donation.

Because the Museum periodically changes exhibitions, no object can be considered on/for permanent exhibition. Accessioned objects may be used for exhibition, study, research, loan, or examination.

Collections shall be available to the public in such a manner that their integrity and well-being will be best preserved. The care and safety of collections shall be the responsibility of the Curator and the Director of Collections and Exhibition Management.

Donations to the Museum are tax deductible, 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, it is recommended that appraisals be accomplished by a disinterested third party before the item is conveyed to the Museum. The donor is encouraged to seek the advice of counsel before claiming deductions for the purpose of computing income and inheritance taxes under the laws of the Commonwealth of Pennsylvania and the United States. The Internal Revenue Service has determined that the Westmoreland Museum of American Art is organized and operated exclusively for educational purposes and is exempt from federal income tax pursuant to Section 501 (a) and (c)(3) of the Internal Revenue Code of 1954, as amended.

Deaccessions

Objects which do not contribute to the purpose and goals of the Museum are liabilities and subject to removal from the collections. Possible examples are duplicate, irrelevant, or badly deteriorated items. Museum ownership of any items must be established before said object may be deaccessioned.

In order to improve existing collections, make maximum best use of available space, and best serve the public interest, the Curator may propose to the Director/CEO that an object or objects be removed from the collections. The Director/CEO shall have the authority to recommend deaccession action to the Collection Committee, who will seek Board approval.

Deaccessioned items may be traded to other institutions, or conveyed to other museums or educational institutions. Such items may be sold only with specific approval of the Board of Trustees. None shall, in any way or at any time, be sold or conveyed to any Museum employee, member of the Board of Trustees, member of the governing authority, or to their representatives. Sale must be made in a manner to obtain the highest possible value and through the most appropriate vendor.