

Temporary Custody Receipt

This is to acknowledge receipt of the items listed below by the Chelmsford Historical Society from:

Name: _____

Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Object Description:

(attach extra sheets if needed)

The items listed above are left in the custody of the Chelmsford Historical Society to be considered as:

- An unconditional donation. The Society reserves the right to keep, lend, or otherwise dispose of the donated material.
- To be considered for acquisition.
- For identification. Does not constitute an authentication; will not include appraisals.
- To be photographed for addition to the Society's archives/library.
- For other. Please specify: _____

Disposition if not accepted for accession:

- Patron will pick up.
- The items shall be considered an unrestricted gift, become the property of the Society, and may be transferred to another institution, sold, or discarded.

I have read "Conditions Governing Temporary Deposits" listed below and agree to the conditions therein.

Received from: _____ Date: _____
(Signature)

Received by: _____ Date: _____
(Signature of Society's Representative)

Conditions Governing Temporary Deposits

1. If the items described on the face of this receipt are accepted for donation to the Chelmsford Historical Society, the depositor will be notified in writing within sixty (60) days and a “Deed of Gift” and “Acquisition Questionnaire” forms and will be sent for signature.
2. If any items are not selected for donation, the depositor will be notified in writing and will have thirty (30) days from the date of notification to reclaim this property.
3. Should the depositor fail to reclaim deposited items within thirty (30) days of notification, the items shall be deemed an unrestricted gift and they become the property of the Society and may be transferred to another institution, sold, or discarded.
4. The Chelmsford Historical Society (hereafter referred to as the Society) will exercise reasonable care regarding items on temporary deposit. The depositor hereby releases the Society from all liability with respect to any loss or damage to the items referred to on the face of this receipt while said items are in the Society’s possession or in transit and agrees that the Society is not required to cover such items with insurance.

Should the legal ownership of the items change while the deposit is pending, whether by reason of death, sale, insolvency, gift, or otherwise, the new owner shall be required to establish the legal right to receive the items prior to their return by proof satisfactory to the Society.

(The full Society Collection Management Policy can be found on their website www.chelmhist.org)