

Monterey Historical Society • PO Box 381 • Monterey • MA 01245

Email: montereyma.historical.society@gmail.com

**ACQUISITION POLICY
ARTIFACTS, DOCUMENTS, MEMORABILIA, ETC**

Monterey Historical Society (MHS) is a private, non-profit organization founded with the purpose of collecting and preserving materials pertinent to the history of Monterey, Massachusetts.

MHS's collection consists of artifacts including locally manufactured items, tools, souvenirs, artwork, trophies, clothing, household items and furniture. It also includes printed and handwritten material such as original documents, business and organization records, ledgers, camp records, maps, newspapers and clippings, post cards, manuscripts, deeds, letters, church records, town records, cemetery records, legal papers, photographic collections and albums, books, and ephemera. Also included: some genealogical materials; records about the Bidwell House Museum, Berkshire Summer School of the Arts; information about some old houses and buildings.

MHS collects the above-mentioned items that are related to the town of Monterey, including Tyringham of which it was originally part. MHS is particularly interested in items that are associated with historically significant locations, structures, individuals, organizations, businesses, groups, and events. MHS also collects books by local authors, as well as artwork and photographs by local residents. We also accept select reference materials to assist with research and education.

Collection donations to MHS are accepted under the following conditions:

- MHS should be contacted BEFORE any items are donated. Do not drop off items without contacting us first.
We can be reached by e-mail at montereyma.historical.society@gmail.com.
- Prior to making the donation, Donor should prepare and provide to MHS for our review a written summary of the items to be donated, including a brief description of the subject matter(s) and material type(s), estimated age or date of the object(s), approximate size or volume of the donation (number of boxes, linear feet of storage space, dimensions of objects, etc). If photographs are included, it is especially helpful to include names of the people to the extent possible. The origin or "provenance" of the materials should also be provided if possible; i.e. where did you get the materials? If there are any other owners of the materials, or holders of any originally copyrighted materials, those owners will need to sign the deed-of-gift relinquishing their rights.

Monterey Historical Society Acquisition Policy – 2025 -- draft

- Collection donations will be accepted only after review by the MHS Board of Directors and the Collections Committee.
- Items should have a direct association or connection with Monterey (Tyringham) and/or its past or current residents.
- Items should be in good condition, undamaged and adequate for research purposes.
- Items for which extensive preservation and care are required, usually cannot be accepted.
- Items must be able to be stored in MHS archives repositories.
- MHS cannot make any commitments concerning the display, use, or long-term retention of donated items. (Unless otherwise agreed in writing in advance, MHS reserves the right to deaccession, dispose of, or sell any donated items at our sole discretion.)
- Items cannot be accepted on permanent or indefinite loan. Exceptions will only be made with the express written approval of the Board of Directors.
- MHS generally does not have the budget to purchase items.
- MHS will provide Donors with a written acknowledgement of their gift. However, MHS cannot provide the donor with any written statement or opinion as to the value of a donated item. If you wish to take a charitable write-off for your donation, you will need to arrange for an independent appraisal of the item(s) and report that as required.
- Donors are required to sign a deed-of-gift unconditionally transferring all rights, title, and interest for the item(s) donated. If there are other rights holders, donors must get their approval(s) and signature(s) on the deed-of-gift before donating the items.

Two copies of a deed-of-gift, signed by both the donor and an officer of the Board of Directors, will be issued. Each party will retain a copy. By signing the deed-of-gift, the donor attests they have clear title and the right to transfer legal ownership, intellectual property rights, and physical custody of the item(s) being donated. A sample deed-of-gift is shown on the following page.

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DEED OF GIFT (Artifacts, documents, memorabilia, etc)

Donor Name _____ Date _____

Donor Information (note: if more than one donor, please attach additional sheet):

Donor Name (typed/printed)	
Mailing address 1	
Address 2	
City, State, Zip	
Phone (landline/mobile)	
Email:	

Terms and Conditions for Donations

I, the undersigned, hereby give, grant and convey the property described herein to the Monterey Historical Society with the following agreement:

- 1. I hereby certify that the property described on this form legally and rightfully belongs to me, or I have the authority from the owners to convey this property.*
- 2. I hereby relinquish and transfer to the Monterey Historical Society all my right, title and interest, including any literary rights and all transferred copyright, trademark, intellectual property rights, and related interests to the property, including all rights of reproduction, publication, copyright or other such rights of duplication in all media as may result from MHS's ownership of these items.*
- 3. I hereby waive for myself, my descendants, distributors, and personal representatives all present and future rights to, or over, the listed property, its use, or disposition.*
- 4. I agree that the future use, including disposal of this property shall be at the sole, unrestricted discretion of the Monterey Historical Society.*
- 5. I have read this statement and I understand what I am agreeing to as described in this gift agreement form. This constitutes our complete agreement.*

Donor Signature _____ Date: _____

Accepted by Monterey Historical Society:

By (Authorized signature): _____ Date: _____

(continued over)

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DEED OF GIFT (Artifacts, documents, memorabilia, etc)
(continued from other side)

Donor Name _____ *Date* _____

DESCRIPTION OF DONATED PROPERTY

***Please provide as much of the history and provenance for each item as possible.
(use one line for each item or group of items)***

Thank you!