



2100 Log Cabin Village Lane *Fort Worth, Texas 76109
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DEED OF GIFT

Donor ID no. _____

Donor: _____

Address: _____

City, St, Zip: _____

Telephone: _____

Date object(s) received:

____/____/____

Month Day Year

Quantity	Object Name and Description	Catalogue Number	Displayed/Stored Location	Value

I/We, _____, the undersigned, do hereby unconditionally and irrevocably donate, grant, and convey to the *Log Cabin Village* the object(s) listed above and all of my/our future rights, title, and interest in and to the object(s) including all present and future copyright, reproduction, trade and any other associated rights.

I/we also acknowledge that I/we have read and understand the rules and conditions regarding this donation on the reverse side of this agreement, and that the *Log Cabin Village* will use these objects in any manner that is deemed to be in the best of LCV's interest and in accordance with LCV's Collections Policy.

I/we certify that I/we are the only legal owner(s) of the object(s) listed in this agreement and have the authority to make this gift.

Donor Signature: _____

Date: _____

Accepted and agreed to for the *Log Cabin Village* by:

Name (print): _____

Title: _____

Signature: _____

Date: _____

**RULES AND CONDITIONS CONCERNING GIFTS AND DONATIONS
TO THE LOG CABIN VILLAGE
(as of April 1997 – Revised February 2000, November 2004)**

PURPOSE

The Log Cabin Village, operated by the City of Fort Worth - Parks and Community Services Department, is an educational and historical organization. The purpose of the Log Cabin Village is to educate the public through the collection, preservation, and interpretation of artifacts, representative structures and other objects of social and cultural significance to the Texas pioneer era (1840-1890). The collections policy, on which these rules and conditions are based, adheres to the Village's purpose.

The Log Cabin Village (hereon after referred to as LCV) has established these rules and conditions in order to provide information to donors, the LCV staff, and others interested in LCV's policies regarding acquisitions and collections and to:

- 1) Prevent conditional donations which may inhibit LCV from developing and/or changing its exhibits, research, and collections
- 2) Avoid excessive collecting that is not useful to LCV and/or its purpose
- 3) Avoid collecting objects that LCV is unable to preserve and protect

ACQUISITIONS

Objects are acquired and accepted by LCV under the following guidelines:

- 1) Each object is relevant and consistent with the purpose statement and activities of LCV.
- 2) LCV can provide for the storage, protection, and care of objects under conditions that ensure their continued accessibility for LCV's programs, exhibits, and research.
- 3) LCV does not have excessive reproductions or copies of the object(s) intended for donation.
Objects will be accessioned in quantities deemed appropriate by LCV's curatorial staff.

LCV will not accept restrictive or conditional donations for the collection. Once an object is donated to LCV and LCV accepts said donation, title and all other applicable rights, including copyright, become the sole property of LCV, and objects are free and clear for LCV's use, storage, display, and future disposal.

In cases where the donor or seller does not own the copyright, exceptions can be made providing LCV can establish copyright ownership or permission to copy and/or reproduce object.

All objects acquired by LCV are the property of the City of Fort Worth and not that of any individual, paid or unpaid, staff member of LCV.

LCV does not accept objects from donors or sellers who do not have clear title for the object.

LCV does not agree to place donated or sold objects on permanent display, to keep several objects together as unit, or to acknowledge publicly the donor's name with each object displayed.

LCV does not agree to place donated object(s) in the permanent (ER or RS) collections, unless specifically stated by the curatorial staff.

Decisions on the acquisition and accessioning of objects for the collections is the responsibility of the curatorial staff at LCV.

Records of all donations and acquisitions for the collection will be made and maintained.

LCV will not appraise any donated object. If the donor wishes to have it appraised, it is his/her responsibility to seek appraisal elsewhere.

DEACCESSIONING

LCV will retain objects in the permanent collection (ER or RS) indefinitely as long as they continue to be relevant to the museum's purpose, if they can be properly cared for, and if the objects remain in workable or recognizable condition. Deaccessioning of objects may be considered only upon close examination and determination by LCV's curatorial staff.

When considering options for the disposition of any object, LCV will attempt to:

- 1) Dispose of object in a manner that is in the best interest of LCV, its supporters, the community it represents, and the public it serves
- 2) When appropriate, place object, through gift or exchange, in the care of another non-profit, educational institution where the object may serve that institution's purpose.

Objects will not be given or sold privately to LCV staff, volunteers or other city employees.

Before deaccessioning any object, reasonable efforts will be made to ensure that LCV is legally free to do so and this action is only in the best interest of LCV and the public it serves. An adequate record will be kept and maintained on all the conditions and circumstances under which the deaccessioning of each object took place.

Objects not in the permanent collection (ER or RS) may be disposed, exchanged, or sold (following acceptable museum practices and LCV code of ethics and collections policy) at any time.

A copy of the entire Log Cabin Village Collections Policy is available at the donor's request.