



Museum Accessioning and Registration of Collections Online Course

OKMuseums.org



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Module 13: Exercise on Accepting Donations

Oklahoma Museums Association [OKMuseums.org](https://www.okmuseums.org)

Please complete an evaluation at <https://www.surveymonkey.com/r/MARCONLINE>

Exercise 5: Three Roll Playing Scenarios

Take a moment to work through these scenarios by yourself or with a colleague. Remember to use your Collections Management Policy as backup!

A. Person #1 You love to collect seashells from your vacation travels and you're starting to run out of room in your house for these fine treasures. So, you offer them to your local county historical society as part of its permanent collection. Along with the shells, you have five photographs of your great grandparents who helped found the town. You believe all of these items belong in the museum and you are asking the museum to accept the entire collection. You might even get so stubborn that you declare it's an "all or nothing" donation.

A. Person #2 You were recently appointed Collections Chair at the all-volunteer local historical society. It is your job to talk with donors about their items and the museum's new collections policy. How will you go about tactfully explaining how the museum's Collections Management Policy applies to the seashells and the photographs?

B. Person #1 - You would like to donate an antique automobile to the local museum and the museum is very interested in having it. You are insisting that the museum help you complete the IRS forms you need in order to take a tax deduction and you want the museum to give you a signed receipt saying the car is worth \$75,000.

B. Person #2 - You are the volunteer Collections Chair at the all-volunteer local historical society. It is your job to talk with donors and explain why the museum's collections policy prohibits you or anyone else connected with the museum to provide an appraisal. How will you handle this?

C. Person #1 - You and your two sisters recently inherited Aunt Jane's estate which includes a huge antique piano. None of you have room for it in your house, so you think the local museum would be very interested in exhibiting it/storing it for you until one your daughters gets married (the

daughters are ages 4-10). It seems perfectly logical to you that this loan is in the best interest of both your families and the museum.

C. Person #2 - You are the board president of the local museum and this proposal is presented to you as you are walking your dog one evening. Your board recently approved a new collections policy that addresses loans such as this. Is this potential loan in the best interest of your museum? Do you have the authority to tell this woman "yes" or "no"? How will you handle this?