Module 24: Forms
### Temporary Deposit Form

**Anywhere Museum**  
P.O. Box 5  
Anywhere, OK

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Deposit</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Depositor/Contact Person</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>City, State, Zip</th>
<th>Telephone</th>
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</table>

**PROPERTY BEING DEPOSITED**

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Pick-up date is _______ (unless mutually agreed upon, the property shall remain in custody for a limited period, not to exceed 90 days. See CONDITIONS on reverse.) The depositor understands that pursuant to the terms of condition on the reverse, if after one (1) year from the pick up date property has not been claimed, then, and in consideration for the property's maintenance and safekeeping during such period, the property shall be considered an unrestricted gift to the Anywhere Museum.

I have read and agree to the CONDITIONS, on the reverse, and I certify that I have full authority to agree thereto.

Signed: ____________________________  
Date: ______________________________  

Receipt acknowledged this _____ day of ______, 20____ by the Anywhere Museum.

Staff Signature: _______________________

**RETURN OF PROPERTY**

Will be picked up by: ____________________________  

Museum will mail/hand deliver by: _______ to this address: ____________________________

Packing and shipping to be paid by: _______ Depositor  
_______ Museum
CONDITIONS OF TEMPORARY DEPOSIT

1. The objects listed on the face of this form are under consideration for donation or purchase. The depositor warrants they are prepared to pass full and clear title to the object(s), including any copyright interests.

2. The objects are accepted by the Anywhere Museum for the benefit of the depositor and the Museum shall not be liable for loss or damage to the objects unless it has been grossly negligent. The depositor hereby agrees to release and hold harmless the Museum, its employees, officers, and agents from any liability in connection with the objects while on deposit or in transit except for clear gross negligence.

3. Insurance of the objects is the responsibility of the depositor.

4. Attribution, dates, insurance values of property deposited, and other information shown on the face are not to be considered appraisals or official opinions by the Museum. The fact that objects have been in the Museum's custody shall not be understood to indicate Museum endorsement.

5. Objects may be photographed and examined by modern scientific methods by the Museum for its own purposes, but will not be restored, treated or otherwise altered without the permission of the depositor.

6. In forwarding imported objects for deposit, the depositor is required to comply with all state and federal laws, and any applicable international treaties.

7. If there is a change in the identity and/or address of the depositor or the owner, the Museum must be notified promptly in writing. Objects declined by the Museum must be claimed on or before the removal date noted on the face on this form. If one other than the original depositor claims objects, the Museum reserves the right to request proof of legal authority to receive the material before objects will be released.

8. If declined objects are to be returned to the depositor by mail or other carrier, the depositor will be sent an outgoing receipt at the time of shipment. Failure to sign and return said receipt within thirty (30) days of shipment of said objects shall release the Museum from any further liability for the deposited property.

9. If the depositor of record fails to collect the objects or if delivery cannot be effected after the removal date, the Museum will mail the depositor at his/her address a record of warning to remove. The Museum assumes no responsibility to search for a depositor (or listed owner) not located at the address of record. If after one (1) year from the removal date listed on the face of this form objects have not been claimed, then, and in consideration for their maintenance and safekeeping during such period, the objects shall be considered unrestricted gifts to the Museum.

10. In the event of the death of the depositor, his or her legal representative is requested to notify the Anywhere Museum forthwith, in writing, giving proof of appointment and full name and address.

11. This agreement shall be construed in accordance with the laws of the State of Oklahoma.
Donation Documentation Form

Anywhere Museum
P.O. Box 5
Anywhere, OK

Name of Donor ____________________________________________

Address ______________________________________________________________________________________

City ___________________________ State _________ Zip ________________

Phone Number ________________________________

E-mail Address __________________________________________

Name of Object: ____________________________________________

Please tell us about the person most associated with the object

Name ________________________________ (please circle one) Owner User

Address ______________________________________________________________________________________

Place of birth ____________________________ Year of Birth ________________

Place of death ____________________________ Year of Death ________________

This person’s occupation, employer, location and dates __________________________

This person’s membership in organizations (church, etc.) or other positions/roles in community __________________________

Describe your relationship to this person __________________________________________________________________

How did you obtain this object?

Purchase: Where? ____________________________ When? ____________________________

Gift or inheritance: From Whom? ____________________________ When? ____________________________

Found: Where? ____________________________ When? ____________________________

Previous owners, users and dates, if known: __________________________

Please use the back of this sheet for
*Additional Information *Useful Diagrams *Family *Genealogy
OBJECT BACKGROUND & HISTORY

Anywhere Museum
P.O. Box 112
Anytown, OK

Donor's Name

Object

Dimensions______________________Weight____________________

Please tell us about the object and its maker

Maker______________________________

Date made__________________________

Maker's Location__________________________

Other information about the maker______________________________

Please tell us about how the object was used______________________________

Describe what it was used for__________________________________________

Place of use__________________________

Dates of use__________________________

Describe how it worked or any unusual features including materials

__________________________________________

__________________________________________

Further Information

Add any additional information you may have________________________________________

Who else has information about the object or its owner or maker?________________________

__________________________________________

Do you have (or know of) any reference material about the object that we may reproduce?
(please circle) Yes No

Thank you for taking time to provide this information.
Anywhere Museum  
P.O. Box 5  
Anywhere, OK

Deed of Gift

Name

Street Address

City  State  Zip Code

Area code/Telephone Number  E-mail

Credit Line

Object  Description

The objects described above have been received by the Anywhere Museum as a gift. The undersigned owner, or agent of the owner, unconditionally and irrevocably gives, transfers, and assigns all right, title, and interest in, to and associated with the objects described above to the Anywhere Museum and its successors, and assigns, permanently and forever, all copyrights and other intellectual property and related rights therein (if any). This Agreement includes, without any other limitation, the full powers of management, with regard to display, conservation, publication, and disposition as the Anywhere Museum shall see fit in its absolute discretion.

Accepted for Anywhere Museum  Date

Owner or Agent Signature