

Oak Ridge History Museum

Accession Number _____

P.O. Box 5825, Oak Ridge, Tennessee 37831
(865) 481-0542

DEED OF GIFT

I/We _____ hereby donate to the Oak Ridge History Museum (ORHM) the articles described below. ORHM may consider these as gifts without restrictions in accordance with the Collections Policy and terms printed on the reverse of this agreement.

Object	Description	Condition
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(attach extra sheets as necessary)

Credit Line to read as: _____

This gift to the Museum includes all my rights, title and interests, including all copyrights, trademarks, and related interests, which I, the donor, have or may be deemed to have in the objects described above. I also convey the exclusive rights of display, public performance, reproduction, distribution, and preparation of derivative works from the objects.

I hereby warrant to the best of my knowledge that I have good and complete right, title, and interests to give.

I understand that no object can be on or considered for permanent exhibit and that items given may be used for exhibit, study, research, loan, or examination. The Museum has the continuing right to retain or transfer the property in such manner as laid out in the Artifact and Loan Policy.

Having read and understood the terms printed on the reverse of this Deed of Gift and certifying that I/We am/are the legal owner(s) or have full authority to make this gift, I/We donate the property listed to the Oak Ridge History Museum.

Donor's Signature

Type or Print Donor's Name

Address of Donor

City, State, Zip Code

Phone Number

Email Address

Accepted for the Oak Ridge History Museum by:

Signature

Print or type

Title

Date

Please sign all copies, keep one copy for your records and return remaining to ORHM at the address above.

ORHM, 2021

(over)

TERMS GOVERNING ACCEPTANCE OF GIFTS TO ORHM

ORHM Mission

The Oak Ridge History Museum is a center for preservation of Oak Ridge history and development of educational and cultural resources for the benefit of present and future generations.

Purpose of Collections

The purpose and mission of ORHM is the transfer of information about the history of Oak Ridge during the Manhattan Project to the public. This objective is met through exhibits, demonstrations, lectures, workshops, tours, hands-on activities, and the collection and exhibition of artifacts related to the mission of the museum.

Accessions

ORHM will only collect items that it is able to care for and use in a manner acceptable to the museum profession at large. ORHM will not undertake indiscriminate acquisitions. Accessions must fill a recognized deficiency or upgrade existing collection and be documented as completely as possible.

Gifts to ORHM are considered outright and unrestricted donations to be used in the best interest of the museum. Any exception, when required, may be made only with approval from the Museum Coordinator. Signature of this agreement indicates that the donor claims full ownership of the item(s) donated and has complete authority to make the donation. ORHM will ensure that the intellectual rights of the photographers and other contributors to the collection will be respected insofar as possible.

Because ORHM changes exhibits periodically, no object can be considered on or for permanent exhibition. Accessioned objects may be used for exhibition, study, research, loan, examination or deaccession. Collections that are made available to the public will be done in such a manner that their well-being and integrity will be best preserved.

Deaccessions

Objects which do not contribute to the purpose and goals of ORHM are subject to removal from the collections. Examples include duplications, irrelevant, or severely damaged or deteriorated items. Museum ownership of any item must be established before said item may be deaccessioned.

In order to improve current collections, make the best use of available space and best serve the public, items may be proposed for removal from the collections. The Museum Coordinator or Deputy Coordinator have the authority to approve deaccession action.

Deaccessioned items may be removed to the educational collections, traded to other institutions, given to other museums or educational institutions, or destroyed. None shall, in any way or at any time, be sold or given to any ORHM employee, volunteer, or members of the Oak Ridge Heritage and Preservation Association (ORHPA) or their representatives.

Instructions

ORIGINAL is signed by both parties on receipt of the gift; original is kept in museum files.

SOURCE COPY is signed by both parties on receipt of gift and retained by Source.