

Donating to the Collection. Frequently Asked Questions

1. *What happens when I offer something to the Museum?*

When you contact the Museum, you will be put in touch with a curator who will discuss your potential donation and guide you through the process. *Please request an appointment before bringing your object(s) to the Museum.*

The curator will ask you about the object's history and how it came to be in your possession. He/she may compare it to other holdings in the collection. A visual assessment will be made to determine the condition and unique features of the object. This may be done in person or you may be asked to send in a photograph.

If you are asked to bring the object in, you will sign a Pre-Acquisition Agreement, which is like a temporary receipt. Your object will receive the same care as the rest of the Museum's collection while waiting for review.

2. *What is the role of the Collection Committee?*

If the curator concludes that your object will make a valuable addition to the Museum's permanent collection, she or he will make a recommendation to the Collection Committee. The Committee meets on a regular basis to review and make decisions on all potential acquisitions.

3. *How is ownership transferred to the Museum?*

When an offer is accepted, the Museum arranges for you to sign a Transfer of Ownership Agreement. By signing your consent, you transfer your ownership in the object(s) over to the Museum.

4. *What happens if my donation is not accepted?*

The Museum is unable to accept all offers of donation to the permanent collection. Staff may recommend another museum or archive whose collecting mandate more closely relates to your object.

5. *How does the Museum decide what it will accept?*

Potential donations are assessed against three main criteria:

History: The value of an object increases when more is known about it. Do you have information about how and where the artefact was created and used? Do you know when and where the specimen was collected?

Condition: Is the object complete and in good condition? The Museum will assess whether it has the means to properly care for the object.

Relevance: The Museum will consider how the object fits with the Museum's mandate and whether it will bring a new perspective to the existing collection.

6. *What recognition do donors receive?*

Donors may be recognized in The Manitoba Museum's annual report. A third party may be credited to recognize his/her part in creating an artefact or assembling a collection. Donors also have the option to remain anonymous.

7. *Can a donation be returned to me if I change my mind?*

No, once the donation process has been completed, the object(s) becomes the legal property of the Museum and cannot be returned. You may wish to discuss the donation with your family members before contacting the Museum.

8. *May I obtain a tax receipt for my donation?*

As a registered charity, The Manitoba Museum is able to issue gift-in-kind income tax receipts for the fair market value of an object, in accordance with its own procedures and Canada Revenue Agency regulations. An independent appraiser is needed to assess values greater than \$1,000. The donor is requested to cover appraisal costs. Appraisal services are not a tax receiptable item.

Note: Income tax receipts may not be issued for donations of archaeological artefacts, protected paleontological specimens, wildlife, or any other objects deemed owned by the Crown after May 3, 1967.

9. *May I request that my donation obtain Certified Cultural Property status?*

Yes, as a designated Category "A" institution under the Department of Canadian Heritage, The Manitoba Museum is eligible to acquire certified cultural property. The Collection Committee determines whether the Museum will support such an application for income tax purposes. Applications are submitted to the Canadian Cultural Property Export Review Board for consideration.

10. *What happens to my donation?*

Collections staff will process your donation and create a descriptive catalogue record. This will allow access to information about the object and limit physical handling. Conservation staff may create customized supports to store fragile items. Objects are stored with appropriate temperature and humidity controls to ensure long-term preservation.

11. *Will my donation be placed on permanent display in the Museum's galleries?*

It is not possible to place all of the Museum's collection out on display, but every attempt is made to change the exhibits regularly (funding dependent). Like most museums, The Manitoba Museum is only able to show a small percentage of its collection at any given time. Fragile items are not considered for long-term exhibit due to their susceptibility to damage. There are many ways the Museum may put your donation to use.

12. *How will my donation be accessed and used?*

Objects in the collection may be accessed through the Museum's automated collections database by making a request to a curator.

Objects may be considered when planning for special tours, temporary in-house or travelling exhibits, and virtual on-line displays.

The collection is a source of information for researchers. The Museum's curators conduct many research projects that involve aspects of the collections and their findings are made available to the public in various ways such as publications, lectures, workshops, and blog posts on the Museum's website.

Objects owned by the Museum may be loaned to other public institutions for special exhibitions. They are made accessible to scholars and students, independent researchers, and community organizations for the wealth of knowledge they contain.

13. *If I have more questions, whom should I contact?*

For further information, please call 988-0694 or send an e-mail to collections@manitobamuseum.ca.