**Potential Donations to the Osgoode Township Museum (OTM)**

Thank you for your interest in OTM and for considering the Museum as a recipient of your donation.

The OTM collection has permanent artefacts and archival materials that relate to the history and community heritage of the Osgoode Township region. Artefacts that are in the collection should represent the Museum’s mandate, mission statement and collections priorities.

Donations from the public are invaluable resources to our Museum. Objects that are accepted into the Museum’s ownership have potential use in research, exhibitions and programming.

The Osgoode Township Museum’s collection is divided into four categories – primary (artefact), secondary (artefact), working (artefact) and general Museum assets (object). Listed below (*on page 2*) is a section that describes the Museum mandate, collection categories and industry terminologies.

**The Osgoode Township Museum Artefacts Assessment Committee (OTMAAC)**

The committee is responsible to oversee and assess all decisions regarding Museum collections (i.e. acquisitions, deaccessions). It is comprised of an Executive Director, a Program Coordinator, an Exhibit and Administrative Officer, a Board member, and a Museum member.

As with all offers of donations of historic objects and documents, the OTMAAC will review any offer and make an objective assessment regarding the feasibility of accepting the donation. We evaluate each offer of donation using a weighted criteria procedure that analyzes its potential intended use for specific Museum projects. This process applies a quantitative and objective scoring system to each object that is being offered.

In a typical year, OTMAAC meets once each quarter.

**Deadlines for submitting potential donations are:**

February 12

June 12

September 12

November 12

In order to make a fair and objective assessment of your donation, we ask that you (the donor) provide as much information as possible and carefully consider all contextual information about the objects you are offering for donation. To assist the OTM in our review, please fully describe your proposed donation by including all information about its size, condition, provenance and historical significance (provide photos if possible). This is extremely important in assessing and determining its potential use in the Museum.

Please review and fill out the document entitled “***OTM Potential Artefact Donation Form***”. This form will assist you in providing the information that will be most valuable to the OTMAAC in making its recommendations and decision.

Please note: The OTM will only begin the process once we receive all documents from the donor.

**Osgoode Township Museum Mandate:**

The Osgoode Township Museum provides a focus for the surrounding communities, to undertake exhibitions and interpretation of its collections as a means to further the understanding of the former Osgoode Township’s material culture, spirit and significance to the greater Ottawa community.

**General Information & FAQs**

Terminology

**Artefact**

 Any item accessioned into the Osgoode Township Museum’s collection.

**Historical Significance / Value**

Describes the importance or inherent value of an object based on its past associations. The value comes from the object’s association with a significant past event, place, practice or purpose.

For example, a wooden floorboard presented on its own may seem insignificant until it is revealed that it came from the Titanic. It then takes on a new meaning and significance and is imbued with historical value that a random floorboard would not possess.

The historic value of an object should not be confused with its monetary value.

**Object**

 Any item not accessioned into the Osgoode Township Museum’s collection.

**Provenance**

 The origin and/or ownership history of an object.

**Primary Collection**

Primary artefacts have historic value and support the interpretation of the history of Osgoode Township, through their direct and meaning association to the Museum and its mandate

**Secondary Collection**

Secondary artefacts are those objects that have historical value, but may not be directly related to the Museum.

**Working Collection**

Working collection artefacts will be used for educational and/or interpretive purposes. Objects may be deemed “working” by virtue of lack of history or provenance or the fact that they are duplicated in the collection. The Osgoode Township Museum only acquires artefacts for this collection that relate thematically to the Museum, or are required for specific educational and/or interpretive needs.

**General Museum Assets (GMA)**

An object that does not meet the criteria for primary, secondary or working designations of artefact collection, but that may be useful for Museum operations.

**Frequently Asked Questions**

1. *How long does the donation process take?*

The donation process begins when all completed paperwork is received by the potential donor. The OTMAAC meets quarterly and aims to complete the weighted criteria evaluation and inform the donor of acceptance or rejection of the potential donation within 3 months (\*2020 Update – this process has the potential to lengthen passed 3 months given the ongoing COVID-19 situation).

1. *What happens if my donation is rejected by the OTMAAC?*

The Museum is unable to accept all offers of donation to the collection. The OTMAAC may determine that your object(s) is not suitable for the collection (for reasons of duplication, poor condition, lack of provenance, etc.), and the curator may recommend another Museum or archives whose collecting mandate more closely relates to your object(s). The Museum will notify the donor, in writing, with the decision made by the OTMAAC.

1. *What happen if my donation is accepted by the OTMAAC?*

If the OTMAAC decides to accept objects offered for donation, a deed of gift transferring ownership of the items will be sent with your acceptance letter, and the object(s) will be officially accessioned into our collection. Transportation arrangements will be discussed.

1. *When will my donation be displayed?*

Like most Museums, the OTM is only able to show a small percentage of its collection at any given time. An acquisition of objects by the OTM does not guarantee public exhibition. The OTM does not accept conditions on any donations offered. An object may be accepted if it compliments a future exhibit or display, or if it would be useful to scholarly or public research.

1. *How will my donation be credited when displayed?*

Once an object has been acquired for the collection, it becomes the property of the Osgoode Township Museum. The Museum may store, display or interpret the object according to established Museum practices.

1. *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.

1. *Is my donation eligible for a charitable tax receipt?*

As a registered charity, the Osgoode Township Museum is able to issue gift-in-kind 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 $1000. The donor is requested to cover appraisal costs. Appraisal services are not a tax receivable item.

Please note: The Museum is only able to issue a tax receipt for the year that the object physically arrives at the Museum. For example, if your donation was approved to be accepted into the collection in November 2017 but is not delivered to the Museum until March 2018, you would receive the tax receipt no later than December 2018.

1. *When are artefacts removed from the collection and what happens to them?*

Museums periodically assess their collections and may decide to remove (deaccession) artefacts for a range of reasons, including but not limited to:

* Scope: Does the artefact no longer fall within the scope of the collection as defined by the Museum’s collection policy?
* Stewardship: Is the Museum no longer able to provide proper care for the artefact?
* Condition: Has the artefact deteriorated beyond the point of usefulness?
* Duplication: Are there duplicate artefacts in the collection that are in better condition or are better representations of the type?
* Authenticity: Is the artefact a poor representation of its type or is its documentation lacking (making it valueless for the purposes of scholarship or education)?
* Artefacts recommended for deaccession by the Curator must be approved by both the Museum’s OTMAAC and also its Board of Directors. Objects approved for deaccessioning are first offered to other Canadian Museums prior to disposal.