



NOTICE OF MEETING AND AGENDA

LANCASTER TEXAS STATE AUXILIARY MUSEUM ADVISORY BOARD



TREE CITY USA.

Monday, February 9, 2015, 7:00pm
Visitors Center/Texas State Auxiliary Museum
103 N. Dallas Ave.
Lancaster, TX 75146

Notice is hereby given that the Lancaster Texas State Auxiliary Museum Advisory Board will meet at 7:00pm on Monday, February 9, 2015, in the Visitors Center/Texas State Auxiliary Museum, 103 N. Dallas Ave., Lancaster, TX 75146.

AGENDA

- I. Call to Order
- II. Election of Officers for Museum Advisory Board (Sean Johnson, Managing Director)
- III. Review of Museum Policy (Sean Johnson, Managing Director)
- IV. Review of Deed of Gift Form
- V. Museum Advisory Board Bylaws Discussion
- VI. Establish Stated Meeting Day(s)
- VII. Set Date and Agenda of Next Meeting
- VIII. Adjournment

Administrative Secretary Cynthia D. Williams
February 6, 2015 (3:00pm)

PUBLIC NOTICE STATEMENT FOR ADA COMPLIANCE

The City of Lancaster acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, and amanuenses) for participation in or access to the City of Lancaster sponsored public programs, services and/or meetings, the City requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service a/or meeting. To make arrangements, contact the City Secretary's office, at (972) 218-1310 or TDD at 1-800-735-2988.

RESOLUTION NO. 2013-06-52

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, APPROVING THE CITY OF LANCASTER STATE AUXILIARY MUSEUM POLICY; REPEALING ALL RESOLUTIONS IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Lancaster supports policies and procedures to successfully govern the operations of the State Auxiliary Museum; and

WHEREAS, the Museum's mission is to collect, preserve and interpret the history of the State of Texas and the City of Lancaster for the educational enrichment of the public; and

WHEREAS, the City Council of the City of Lancaster values and appreciates an avenue by which the community and its visitors can enjoy and educate themselves on the rich history of the City of Lancaster and the State of Texas.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, THAT:

SECTION 1. The State Auxiliary Museum Policy, attached hereto and incorporated herein by reference as Exhibit "A", having been reviewed by the City Council of the City of Lancaster, Texas and found to be acceptable and in the best interest of the City and its citizens, be, and the same is hereby, in all things approved.

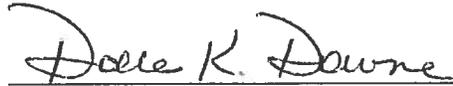
SECTION 2. Any prior Resolution of the City Council in conflict with the provisions contained in this Resolution are hereby repealed and revoked.

SECTION 3. Should any part of this Resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

SECTION 4. This Resolution shall become effective immediately from and after its passage, as the law and charter in such cases provide.

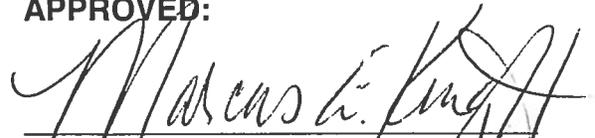
DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 24th day of June 2013.

ATTEST:



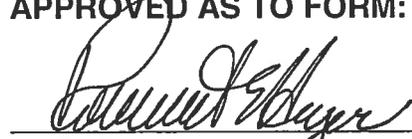
Dolle K. Downe, City Secretary

APPROVED:



Marcus E. Knight, Mayor

APPROVED AS TO FORM:



Robert E. Hager, City Attorney

City of Lancaster State Auxiliary Museum Policies & Procedures

PART I Planning, Acquisitions and Care

A. Statement of Purpose

The Statement of Purpose is as defined by the Policies and Procedures of the City of Lancaster State Auxiliary Museum.

The City of Lancaster State Auxiliary Museum collects preserves and interprets the history of the State of Texas and the City of Lancaster for the educational enrichment of the public. Interpretation is conducted through permanent and temporary exhibits, organized educational programs, special events and publications.

The museum serves as a repository of State of Texas and City of Lancaster historical artifacts. The museum collects and preserves artifacts pertinent to the history of the State of Texas and the City of Lancaster. Every effort is made to ensure authenticity of the collections and their accurate presentation.

B. Location, Scope and Use of the Collections

The City of Lancaster State Auxiliary Museum is located at 103 N. Dallas Avenue, Lancaster, Texas 75146, commonly known as the City of Lancaster Visitors Center and Convention Bureau. All collections, artifacts, exhibits and museum facilities are governed by the City of Lancaster and/or its designated agents. Exhibit A designates all square footage within 103 N. Dallas Avenue dedicated solely to operations and purposes related to the City of Lancaster State Auxiliary Museum unless otherwise specified by the City of Lancaster and/or its agents.

The City of Lancaster State Auxiliary Museum accepts artifacts, documents, photographs, and ephemera that are in good condition, worthy of permanent preservation, and are useful in interpreting the history of the State of Texas and the City of Lancaster. Objects not

accepted into the permanent collections may be cared for by the museum for special uses, if deemed advisable by the Advisory Board. Such uses include temporary exhibitions, educational, hands-on demonstrations, copying for research purposes, etc. Existing collections which are deemed outside the collection and preservation goals of the museum will be deaccessioned in accordance with accepted national museum standards.

C. Acquisitions

All acquisitions are made by the City of Lancaster State Auxiliary Museum for the educational and research purposes of the museum.

1. Collecting Goals

The overall direction and goals of collecting activities are governed by the mission of the City of Lancaster State Auxiliary Museum. The collecting goals of the **Museum Collection** are to document the history of Lancaster and the State of Texas.

2. Collection Categories

Two categories of collections are held by the museum:

The Permanent Collections (Category I) contain those objects which directly support the mission of the Museum and help to achieve its primary collecting goals, as outlined above.

The Research Collections (Category II) contain supplemental materials which augment the Permanent Collections by providing additional documentation of the collections, Lancaster's history, or the history of Texas and the United States, for research or exhibition purposes, but do not play a primary role in supporting the Museum's mission.

The Museum collects materials for its Permanent Collections in the form of artifacts, paintings, drawings, photographs, prints, decorative arts, memorabilia, audiovisual materials, and documentary written materials. Selected publications are collected for internal reference and exhibition purposes.

D. Acquisition Decisions

Decisions as to the appropriateness of proposed acquisitions are made as follows:

For Category I objects, a recommendation is made by the Museum's Advisory Board operating in accordance with its policies and procedures, to the City Manager's Office, which, taking into account the Advisory Board's recommendation, makes the final decision as to whether the object should or should not be acquired.

For Category II objects, an acquisition recommendation is made to the Director or designee, who makes the final acquisition decision.

Objects may be acquired from private individuals in the form of bequests, exchanges with other repositories, gifts, purchases, and transfers of property. The Museum will not directly or indirectly acquire objects that have an unethical history of ownership. The Museum does not accept any item or collection unless it has been legally and scientifically recovered and documented. The Museum shall not accept any item thought to be stolen or acquired unlawfully. The Museum shall not acquire any artifact or specimen that would violate the conditions of the Native American Graves Protection and Repatriation Act (NAGPRA). No staff or committee member shall compete with the museum in any personal collecting activity. The staff shall not personally deal, buy, sell or trade in objects similar to the types of artifacts collected by the Museum.

The Museum does not accept acquisitions on which restrictions or special conditions, other than donor recognition, have been placed. Exceptions to this policy must be considered by the Advisory Board and approved by the Director.

Due to limited exhibition space and periodically changing exhibitions, no commitments shall be made to exhibit objects acquired for the collections in the Museum's galleries for any duration of time as a condition of acquisition.

E. Acquisition Criteria

Potential acquisitions must meet three basic criteria:

1. **Relevance:** the object must support the Museum's mission and fit within its stated collecting goals.
2. **Use:** the object must have the capacity for use in exhibitions and/or for research, educational and scholarly purposes.
3. **Condition:** the object must be in reasonable condition and must not require significant expense for treatment in order to make it relevant or useful unless such funds are pledged in writing by a donor.

In addition, the following questions must be considered when evaluating a potential acquisition. If the answer to any one of these questions casts doubt on the ability of the Museum to properly care for or manage the object, serious thought should be given to declining the acquisition.

1. Is the source the rightful owner of the object and are there any conflicts regarding property rights or legal title?
2. Has the source requested that any restrictions or special conditions be placed on the acquisition? If so, is their acceptance justifiable given Museum policy?
3. Are there any constraints in terms of intellectual property rights? Will all intellectual property rights be turned over to the City of Lancaster? If the source is not the copyright holder, has the holder been identified and can copyright be transferred to the Institute or a licensing arrangement made?
4. Has the provenance of the object been properly documented? Are there any concerns as to the authenticity of the object or its provenance?
5. Does the object unnecessarily duplicate another object already in the collections?
6. Does the Museum have the ability and intention to use and care for the object? Is appropriate storage space available? Are additional funds beyond the scope of the general collections budget necessary to make the object accessible? If the answer to any of these questions is no, the Museum should explore with the prospective

donor the possibility of his/her establishing an endowment to support the extraordinary costs of care, storage, and/or access.

7. Are there any safety concerns related to the object which might demand special handling, display, and/or insurance requirements?
8. If the object is being purchased, is the price fair and reasonable? Could the object or its equivalent be acquired by gift or bequest rather than purchase?

F. Gifts

For all gifts, a Deed of Gift agreement must be signed by the donor or the donor's authorized representative at the time of donation. Objects will not be rehoused, preserved, cataloged, or made available for use by researchers until a Deed of Gift has been executed. The Museum does not accept donations in which legal title is not transferred to the City of Lancaster State Auxiliary Museum. If a donor wishes to retain title to an object, the object shall be considered an adjunct to the Permanent Collections and processed as an extended loan. In this case, it is understood by the Museum that the donor's intent is to turn all rights and title in the object over to the City of Lancaster State Auxiliary Museum at some future point and an agreement to this end must be entered into prior to acceptance of the loan. Gifts to the Museum are tax deductible to the extent allowed by law. If a donor wishes to take a charitable deduction, it is their responsibility to initiate IRS Form 8283 for Noncash Charitable Contributions. The City of Lancaster State Auxiliary Museum is responsible only for certifying receipt of the gift and is not allowed to establish any valuations, nor provide any recommendations as to appraisers. Under no circumstances will Museum staff, Advisory Board Members or volunteers appraise donations or make arrangements for an appraisal on the donor's behalf. Unsolicited objects offered as potential acquisitions for the Museum's collections are considered to be in the **temporary custody** of the Museum. If the acquisition of an unsolicited object is approved, the object will be formally accessioned into the collections and the Temporary Custody Receipt will be retained in the object's accession file. Unwanted, unsolicited objects will be returned to the source, if the source is known. If the source is not known, Museum staff will attempt to locate an appropriate repository for the object and if unsuccessful, the object may be disposed of by witnessed destruction.

G. Bequests

Bequests will be considered for acquisition in the same manner as gifts. The City of Lancaster State Auxiliary Museum reserves the right to refuse bequeathed objects that do not meet its criteria for acquisition, or it may choose to accept only a portion of the bequest. For all bequests, copies of the will including all codicils shall be retained for the object's Accession File.

H. Exchanges

Exchanges are treated as two separate collections management actions. Incoming objects will be considered for acquisition in the same manner as other acquisitions and must be approved before the exchange takes place. Title transfer documentation appropriate to the type of acquisition will be retained in the object's Accession File. Outgoing objects must be deaccessioned in accordance with Museum policy. Deaccession Recommendation and Deaccession Action forms will be retained in the object's Accession File.

I. Purchases

The City of Lancaster State Auxiliary Museum maintains an acquisition fund, under the supervision of the City Manager's Office, which is used towards the purchase of objects for the collections and for the direct care of collections, which is defined as the conservation of collections objects or the improvement of collections storage facilities. Funds for a purchase must be in hand or secured in writing prior to submitting an acquisition proposal to the Director. Objects purchased with funds from the sale of donated objects will be credited to the original donor. The bill of sale or signed Receipt of Purchase will be retained in the object's Accession File.

The City Manager's Office will provide a report on acquisitions at the close of the fiscal year.

J. Preventative Care

The role of preventive care (also known as preventive conservation) is to avoid, block, or minimize the **agents of deterioration**. By using preventive care techniques you can limit the imperceptible deterioration that occurs on a daily basis (but is cumulative over time) and the catastrophic damage that occurs occasionally. Only when preventive care techniques are not implemented or objects are inherently unstable, is conservation treatment necessary.

The agents of deterioration are forces that act upon objects causing chemical and physical damage. The Canadian Conservation Institute has defined the agents of deterioration as:

1. **Direct physical forces**, such as shock, vibration, and abrasion that can break, distort, puncture, dent, and scratch all types of objects. These forces may be *cumulative*, such as improper handling or support or *catastrophic*, such as earthquake, war, or shelf collapse.
2. **Thieves, vandals, or careless individuals** who misplace objects. Some of these agents are *intentional*, such as criminals who steal or disfigure objects. Others are *unintentional*, such as staff or users who misfile objects.
3. **Fire** that destroys, scorches, or deposits smoke on all types of objects.
4. **Water** that causes efflorescence in porous materials, swells organic materials, corrodes metals, delaminates and/or buckles layered components, and loosens joined components.
5. **Pests**, such as *insects* that consume, perforate, cut, graze, tunnel and/or excrete which destroys, weakens, disfigures, or etches organic materials. Pests also include *vermin* such as birds and other animals that gnaw organic materials and displace small objects, foul objects with feces and urine and *mold and microbes* that weaken or stain objects.
6. **Contaminants** that disintegrate, discolor, or corrode all types of objects, especially reactive and porous materials. This includes *gases* (such as pollution, oxygen), *liquids* (such as plasticizers, grease), and *solids* (such as dust, salt).

7. **Radiation**, including both ultraviolet radiation and visible light. *Ultraviolet* radiation disintegrates, fades, darkens, and/or yellows the outer layer of organic materials and some colored inorganic materials. *Unnecessary visible light* fades or darkens the outer layer of paints and wood.
8. **Incorrect temperature** that can be *too high* causing gradual disintegration or discoloration of organic materials; *too low* causing embrittlement, which results in fractures of paints and other polymers; or *fluctuating* causing fractures and delamination in brittle, solid materials. Fluctuations in temperature also cause fluctuations in RH.
9. **Incorrect relative humidity** that can be *damp (over 65% RH)*, causing mold and corrosion, or *above or below a critical value*, hydrating or dehydrating some minerals and corroding metals that contain salts. Organic materials will gradually disintegrate and discolor, especially materials that are chemically unstable at any RH level *above 0%*. *Fluctuating* RH will shrink and swell unconstrained organic materials, crush or fracture constrained organic materials, cause layered organic materials to delaminate and/or buckle, and loosen joints in organic components.

Most objects are affected by a variety of these agents of deterioration at the same time. As you improve preventive care of your collections, you will be addressing each of the agents of deterioration through a variety of policies and procedures.

The Director has primary responsibility for preventive care of the museum collections. Preventive care requires vigilance to ensure that damage does not occur. In order to carry out a proper preventive care program you should:

- know the causes and recognize the symptoms of object deterioration
- inspect collections on a regular basis
- monitor and control the museum environment (relative humidity, temperature, light, pests, dust, and other pollutants)
- practice proper techniques for the handling, storage, exhibit, packing, and shipping of objects
- provide appropriate security and fire protection for collections

- prepare and be able to implement emergency management plans for collections

K. Conservation

Conservation treatment is the deliberate alteration of the chemical and/or physical aspects of an item from a museum collection, in order to prolong the item's existence. Treatment may consist of stabilization and/or restoration. **Stabilization** consists of those treatment procedures applied to maintain the integrity of a museum object and to minimize further deterioration. For example, when a conservator washes paper, the washing removes acidic by-products of deterioration. This is a method of stabilization. **Restoration** consists of those treatment procedures intended to return cultural property to a known or assumed state, often through the addition of non-original material. For example, to restore a broken ceramic pot a conservator might glue broken pieces together and fill the losses with plaster.

Consider conservation treatment in the following cases:

- when preventive care measures are not enough to reduce the rate of deterioration to a tolerable level, such as deteriorating plastic objects
- when deterioration has proceeded to a point where the object is extremely fragile and is in danger in any circumstances, such as when paint is flaking from a picture
- when stabilization or restoration is required for exhibit
- when stabilization or restoration is required for research

Any person who performs conservation treatments for the City of Lancaster State Auxiliary Museum must agree to adhere to the American Institute for Conservation of Historic and Artistic Works (AIC) Code of Ethics and Guidelines for Practice. This requirement shall be in all requests for proposals (RFPs) or contracts with conservators.

Preventive conservation is the responsibility of everyone who works in and around museum collections, including archivists, museum technicians, collection managers, conservators, curators, interpreters, maintenance personnel, preparators, volunteers and researchers.

Addendum A (Code of Ethics)

Code of Ethics for the City of Lancaster State Auxiliary Museum

Introduction

The City of Lancaster State Auxiliary Museum values museums and the service they provide to the public. Its board, staff, and volunteers embrace fairness, inclusiveness, diversity, innovation, and integrity and work to advance the museum's mission.

As a part of government entity dedicated to the public good, the museum is accountable to the public, transparent in its operations, responsible in its stewardship of resources, and committed to excellence.

This Code of Ethics applies to the museum's staff and volunteers. Staff members include those who are employed by the association on a full-time, part-time, permanent, temporary, or contract basis.

Volunteers include interns, and any individual appointed to serve on a museum Advisory Board, task force, or working group on behalf of the museum community.

The City of Lancaster State Auxiliary Museum is actively committed to informing board, staff, and volunteers about the code of ethics and its application; evaluating the code regularly, and creating policies and procedures that reflect its values.

Mission

The Museum's mission, approved by Lancaster City Council, is to collect, preserve and interpret the history of the State of Texas and the City of Lancaster for the educational enrichment of the public. Interpretation is conducted through permanent and temporary exhibits, organized educational programs, special events and publications. The mission reflects the constituency and communities the museum serves. The museum's programs support that mission, as do those who work for or on its behalf.

Legal Compliance

The museum's board, staff and volunteers comply with all applicable laws, regulations, and international conventions.

Personal and Professional Conduct

In their dealings as representatives of the Museum, museum staff, board, and volunteers act professionally with honesty, integrity, and openness. They treat each other and museum constituents fairly and with respect. Staff, board members, and volunteers are responsible for being aware of and complying with museum policies that address their conduct.

Conflict of Interest

Museum staff, advisory board members, and volunteers act in the best interest of the museum rather than in furtherance of personal interests or the interests of third parties, such as friends and family. Decisions about the Museum and the use or disposition of its assets are made solely in terms of the benefits to the museum and are neither influenced nor appear to be influenced, by any private profit, personal gain, or outside benefit for staff, board members, and volunteers; their friends and family members; or the organizations with which they are affiliated.

Advisory Board

The City of Lancaster State Auxiliary Museum has an active advisory board that makes recommendations to the City Manager's Office regarding the association's mission, strategic direction, and policies; the City Manager's Office is responsible for oversight of its finances and operations. The board ensures that its members and the staff act for the benefit of the museum and its public purpose with integrity and honesty; that the museum's resources are responsibly and prudently managed; and that the museum has the capacity to carry out its programs effectively.

The advisory board must adhere to the City of Lancaster Boards and Commissions Policies and Procedures during the execution of its duties. The Advisory Board will consist of five (5) board members and one (1) alternate board member appointed by the Lancaster City Council, each serving staggering terms of two years.

Staff

All staff members are responsible for understanding the duties of their positions and executing those duties to the best of their abilities. The museum promotes a working environment that values respect, fairness, and integrity. Its human resource policies are fair, establish clear expectations, and provide for meaningful and effective performance evaluation. Open communication among staff is highly valued.

To help all staff meet their potential and to sustain the museum and encourage its growth, the senior staff model professional conduct and provide leadership, clarity, and respect for individuals and for diverse points of view.

Volunteers

The Museum's volunteers are in direct contact with the public on a daily basis and often are the face of the museum to their peers and the public. When acting on behalf of the museum, volunteers understand their duties and execute them to the best of their abilities. They convey the mission and goals of the museum, and as its representatives, refrain from promoting their own institutions or businesses.

Integrity

The City of Lancaster State Auxiliary Museum responds to the needs of its community and is committed to improving its organizational effectiveness, programs, products, and services. It strives to provide the public with content that is accurate, clear, and informed.

Inclusiveness and Diversity

To enhance its effectiveness, the museum promotes inclusiveness. Its staff, board, and volunteers strive to ensure that the diversity of museums and museum professionals is reflected in its programs and Advisory Board.

Awards

When granting awards, the museum:

- has guidelines in place to ensure fairness and consistency
- maintains constructive relations with applicants or nominees, based on mutual respect and shared goals;
- communicates clearly and on a timely basis;
- respects applicants' or nominees' expertise in their fields of knowledge;

Fiscal Responsibility

The City of Lancaster State Auxiliary Museum manages its funds responsibly and prudently by:

- drawing from its endowment funds consistent with donor intent and to support the endowment's public purpose;
- ensuring that all spending practices and policies are fair, reasonable, and appropriate to fulfill its mission;
- generating financial reports and annual independent audits that are accurate, complete, and accessible in all material respects.

Fund-Raising and Business Practices

The City of Lancaster State Auxiliary Museum is truthful in its fund-raising solicitation materials. It handles information about donations with confidentiality to the extent provided by the law, expends funds consistent with donor intent, and provides appropriate acknowledgement and recognition. The museum discloses whether those seeking donations are museum Advisory Board Members, volunteers, employees, or hired solicitors.

In all cases, and for the protection of the good name of the museum and its members, the museum may only enter into agreements with reputable organizations whose image, product, and services do not conflict with its mission or values.

Disclosure

The City of Lancaster State Auxiliary Museum provides comprehensive information about the museum and responds in a timely manner to reasonable requests for information. Basic data about museum operations—such as the Form 990, annual reports, audited financial statements, program reports, and policies—are available to the public by an open records request.

Confidentiality

The City of Lancaster State Auxiliary Museum staff, board, and volunteers may have access to confidential and privileged information about the association, its members, and other constituents. Loyalty to the Museum requires that individuals with access to such information comply with privacy and confidentiality policies and treat all information responsibly and appropriately.

Use of this Code of Ethics

The Code of Ethics of the City of Lancaster State Auxiliary Museum is a living document, designed to be disseminated, used, and updated. The Lancaster City Council will establish a schedule for regular review of the code and its dissemination. Museum staff will:

- incorporate the code into its operations
- review the code regularly
- post the code on the museum's public Web site
- disseminate the code to all museum volunteers



City of Lancaster
TEXAS STATE AUXILIARY MUSEUM



103 N. Dallas Ave. • Lancaster, TX 75146 • 972-218-3790 Office) •
972-218-3648 FAX
www.lancaster-tx.com

DEED OF GIFT

Donor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Email: _____

Date Received by Museum:

Relationship of donor to the creator or collector of this gift:

Description of Gift/List of Items:

Approximate Value:

Restrictions/Conditions of Gift:

Photo Here

I / We wish the credit line to be listed as follows (Optional):

Disposition of object(s)/items(s): Return to Donor Discard

In accordance with the terms and conditions set forth, I / We (the "Donor") as sole owner(s) and/or author(s) hereby convey, transfer, assign, and deliver the object(s)/items(s) described above, or on the attached pages, together with title and all copyright, trademark, and associated rights which the Donor possesses, to the City of Lancaster Texas State Auxiliary Museum (the "Museum") and acknowledge that the Museum's acceptance of the gift is subject to the terms.

TERMS REGARDING ACCEPTANCE OF GIFTS

1. The Donor represents and warrants to the Museum that he/she is the owner of the donated object(s)/item(s) and has power and authority to give the object(s)/item(s) to the Museum.
2. The Donor acknowledges that the donated object(s)/item(s) irrevocably and unconditionally become the property of the Museum. This donation is made without restriction, including display, preservation, retention, or disposition of the property involved, either now or in the future.
3. The Museum shall provide a suitable depository for the object(s)/item(s) and maintain and preserve the object(s)/item(s) in accordance with standard museum and archival practices.
4. The Donor acknowledges that because of limited gallery space and the policy of changing exhibitions, the Museum has not promised, and is in no way obligated, to exhibit the object(s)/item(s) in the Museum.
5. The Museum shall make the object(s)/item(s) available to qualified researchers without restriction and subject to the Museum's standard practices and in compliance with the copyright laws of the U.S.A. This includes copies of materials for the purpose of research, exhibition, publication, and interpretation.
6. Any restrictions on access to any of the donated object(s)/item(s) must be approved by the Museum and noted on this form.
7. The Museum shall return or dispose, according to the Donor's stipulations set forth, of the object(s)/item(s) which are determined to have no permanent value or historical interest, or which the museum cannot properly house or preserve.

Signature of Donor: _____

Please Type or Print Name: _____

Date: _____

Pease return a signed and dated copy of this Deed of Gift to:

Texas State Auxiliary Museum , 103 N. Dallas Avenue, Lancaster, TX 75146

City of Lancaster Staff Signature of the Museum Recipient:

Type or print name:

Title: _____ Date: _____

<p>Copy of form returned to donor on:</p> <p>_____</p> <p>By: _____</p> <p>_____</p>

Accession Number: _____ Donor #: _____

State of Texas County of _____

This instrument was acknowledged before me on _____ by

_____.

(Personalized Seal)

Notary Public's Signature