

Please Review Prior to Completing the Document

- You must have clear legal right to donate identified items (also see f) **Important:** below)
- All gifts are unconditional
- A donation to the museum becomes property of the museum
- The museum may deaccession any items as deemed appropriate
- Where a tax receipt is requested:
 - a) Where requested, Income Tax Receipts are subject to prior evaluation (by ARM Archivists)
 - b) Tax receipt amounts cannot be discussed based on pictures.
 - c) They must be reasonable, and are subject to CRA guidelines
 - d) Any and all items in excess of \$1,500. are subject to written, professional, independent appraisal (at the donor's expense)
 - e) Donations with a value of \$25. + may receive a tax receipt upon request.
 - f) **Important:**
 - Slides and/or negative means you have a clear legal right to them and a tax receipt may be requested
 - Pictures accompanied by their negatives mean you have a clear legal right to them and a tax receipt may be requested
 - Pictures not accompanied by their negatives means you do not have clear legal right to them, unless permission is given (in writing) by the photographer. In such instances, a tax receipt cannot be issued.
- Please note that we are **not** currently accepting:
 - a) Phonographs, cameras (or other recording devices)
 - b) Timetables
 - c) Switchman Lanterns
 - d) Undocumented photographs/negatives, slides, film
 - e) Railway magazines
- For books:
 - a) Books Accepted
 - All Canadian railway books (i.e. CPR, CNR, NAR + predecessors)
 - Railway Equipment Manufacturers
 - Technical Manuals
 - b) Books Not Accepted
 - Transit system books, except by Archivist discretion
 - International Focus
 - United States Focus
- If you have CPR artifacts (except books), please contact The Alberta Central Railway Museum (www.abcentralrailway.com).

Instructions (after completing the document)

- Save the document to your computer, then print off a copy. Document signing will be done at the Museum.
- Bring the completed document and items for donation (plus any related supporting documentation) to The Alberta Railway Museum:
 - a) The Museum is open on summer weekend only, from the May (Victoria Day) long weekend to the September (Labour Day) long weekend, from 10:00 AM to 5:00 PM.
 - b) For any other time, email the completed document (plus any other supporting documentation) to Mike Nurse, Ass't Archivist at 'planning@albertarailwaymuseum.com'. Arrangements will be made to meet with you at the museum.

Internal Use

ARTIFACT RECEIPT

A. The Object(s) below has (have) been received by the Alberta Railway Museum

Received From:

ACCESSION NUMBER

Address:

Phone Number: Postal Code:

B. ITEM(S)	DESCRIPTION

C. For the purpose of Donation Duplication Purchase (please attach Bill of Sale)
 Exhibit Study Other (please specify)

D. Tax Receipt Requested

E. Conditions of Agreement

In support of the goals and objectives of this museum, I understand and agree that subject to the policies governing the accession and deaccession of artifacts and material:

1. This gift is unconditional.
2. A donation to the museum becomes property of the museum.
3. The museum may deaccession the items as deemed necessary.

I also hereby certify that I have the clear legal right to donate the above mentioned object(s) to the Alberta Pioneer Railway Association which operates the Alberta Railway Museum.

Donor's Name (please print)

Date and Signature of Donor:

Received By: Signature:

E. Final Disposition:
 Add to Collection
 Return - Please proceed to Section G

F. Income Tax Receipt to be issued pending evaluation? Yes No

G. Return: I hereby acknowledge the safe return of the object(s) described above.

Internal Use Only

Date: Signature: