

Please Review Prior to Completing the Donation Receipt Form

1. You must have clear legal rights to donate identified items (also see 5. e) Important).
2. All gifts are unconditional.
3. A donation to the museum becomes property of the museum.
4. The museum may deaccession any items as deemed appropriate.
5. Where a tax receipt is requested (note - only available for donations valued \$25. or more):
 - a) Income tax receipts are subject to prior evaluation by ARM Archivists.
 - b) Tax receipt amounts cannot be discussed based on pictures.
 - c) Any and all items in excess of \$1,500. are subject to written, professional, independent appraisal **(at the donor's expense)**.
 - d) They must be reasonable, and are subject to CRA guidelines.
 - e) **Important:**
 - Slides and/or negatives means you have a clear legal right to them, and a tax receipt may be requested.
 - Pictures accompanied by their negatives means 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.
6. Please note 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
7. For books:
 - a) Books Accepted:
 - 1) All Canadian railway books (i.e. CPR, CNR, NAR + predecessors)
 - 2) Railway Equipment Manufacturers
 - 3) Technical Manuals
 - b) Books Not Accepted
 - 1) Transit system books, except by Archivist discretion
 - 2) International focus
 - 3) United States focus
- 8) For CPR Artifacts (except books), please contact the Alberta Central Railway Museum (780-352-2257)

Instructions (after completing the document)

- 1) Save the document to your computer, then print it off. Document signing will be done at the Museum.
- 2) Bring the completed document and items for donation (plus any supporting documentation) to the Museum.
 - a) The Museum is open on summer weekends 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 (and supporting documentation) to Mike Nurse, APRA Archivist at 'planning@albertarailwaymuseum.com'. Arrangements will be made to meet you.



DONATION RECEIPT

Internal Use

ACCESSION NUMBER

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

Received From: _____

Address: _____

Phone Number: _____ Postal Code: _____

B. ITEM(S) DESCRIPTION

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: _____

Donor's Signature: _____

Date: _____

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: _____