



Elgin County Railway Museum
225 Wellington Street
St. Thomas, ON N5R 2S6
519-637-6284
www.ecrm5700.org

Donation Inquiry Form

DATE: _____

TEMPORARY RECEIPT NO (Office Use): _____

Return form to operations@ecrm5700.org

NAME AND ADDRESS OF DONOR (hereafter referred to as the Donor):

NAME: _____

ADDRESS: _____ POSTAL CODE: _____

PHONE NUMBER: _____

E-MAIL: _____

The following item(s) is/are offered and Photos of items:

Museum Staff will evaluate the items in questions and contact the owner regarding the donation of some or all of the items. Please provide good quality photos attached with this form for the purpose of evaluation. Please do not drop items off at the museum until you have been contacted by staff.

Be it known that the Donor is the sole and rightful owner of the items described above and has full right to deposit same with the Elgin County Railway Museum (ECRM) for the purposes of a complete inspection according to the Museum Collections Management Policy as approved by the Museum Board. The ECRM is hereby permitted to handle the material to permit this inspection.

The ECRM may accept some or all of the objects listed above or decline its acceptance outright. Should the ECRM wish to acquire the material, a "Deed of Gift" form will be issued requesting transfer of ownership. The ECRM cannot guarantee that the original state of the material will be maintained upon its return, although every attempt will be made to minimize any impact resulting from inspection.

The Donor has read, understood and agreed to the foregoing, acknowledging same by undersigning and dating this Receipt.

Signature of Donor

Date

The ECRM gratefully acknowledges this deposit.

Staff Signature

Date

Information collected in the agreement is governed by the *Municipal Freedom of Information and Protection of Privacy Act* and shall not be released without the consent of the donor.

Additional History:

Circumstances surrounding discovery or acquisition:

Original Owner or Maker:

Original Use:

Who else has owned or used this material and when?

Any biographical details, background information or stories associated with this material?

Other pertinent details such as cost implications of acquiring material:

Other persons who may have ADDITIONAL information to share?

