



Donation Guidelines

611 South Ella Ave
Sandpoint, Idaho 83864
208.263.6344

www.bonnercountyhistory.org

Thank you for your interest in donating materials to the Bonner County Historical Society, Inc. ("BCHS"). BCHS regularly acquires new artifacts and archival pieces for its permanent collection through the generosity of individuals, businesses and estates. Nearly all items acquired by BCHS for the permanent collection are donated or part of a bequest. All acquisitions assist in enhancing the collection and fulfilling our role as caretakers and interpreters of our county's rich heritage and history.

Types of artifacts collected

The BCHS permanent collection includes two- and three-dimensional items such as: household & industrial objects; furniture, clothing & textiles, paintings & sculptures, architectural fragments, transportation artifacts & agricultural implements; prints, photographs, films, audio & video; business, institutional & personal archives consisting of original manuscripts & documents (such as diaries, letters, ledgers, journals, etc.);

Frequently asked questions about donations to the collection

How do I donate an artifact?

Please contact us at 208.263.6344 or bchs@frontier.com to discuss your potential donation and/or to set up an appointment for item review.

What does BCHS collect?

BCHS collects two- & three-dimensional materials related to Bonner County businesses, schools, families, etc.. The materials accepted into BCHS's permanent collection are held in public trust and are preserved in perpetuity according to prevailing museum standards.

What happens after I contact BCHS?

Once you have made an appointment with BCHS, and your materials are taken for consideration, a Temporary Custody Receipt is completed. On it are spaces to note donor name and contact information, object name(s) and description(s), any known history of an item, a space to check whether or not you want your item(s) back if it is declined, and a space to sign and date the receipt form, by both the donor and a BCHS representative. A completed copy of this form is given to potential donors at the time items are dropped off or picked up. If you do not live in the area it is recommended that you mail or e-mail images of the proffered material(s) to BCHS.

How are proffered materials reviewed by BCHS?

Proffered donations are reviewed by BCHS's Collections Committee, which consists of Society board members and the BCHS Director, all of whom are knowledgeable about BCHS's collection holdings. Decisions are guided by the criteria specified in the Collections Management Policy, but also considers proffered materials with respect to

condition, duplication to current holdings, as well as the required resources to properly store and care for the object in perpetuity. The sensitive nature of certain materials and objects or ownership and copyright issues may also determine the ability to collect them. Each item is decided upon by majority vote. If an item does not fall within scope for BCHS Collection, it potentially could be added to the Reference, Study, or Education Collections.

How long will it take for BCHS to review my donation?

On average, the Collections Committee meets every 6-8 weeks. After the meeting you will be notified by the BCHS Director of the decision about your proffered donation(s). It should be noted that certain proffered donations require some research prior to Collections Committee review, which will delay the decision regarding the acquisition.

Will BCHS provide an appraisal for my donation?

The BCHS cannot provide appraisals for donated materials due to a potential conflict of interest. The IRS views museums as interested parties and any monetary appraisal prepared by BCHS is subject to question or disqualification. BCHS is happy to refer donors to licensed appraisers in the area or you can find a qualified appraiser by contacting the American Society of Appraisers at <http://www.appraisers.org>.

Can I take a tax deduction for my donation?

The BCHS is recognized as a charitable organization and donations may be considered for tax deduction under the Society's 501(c) 3 tax-exempt status. Typically the fair market value of a donation is tax deductible. For donors wishing to take a tax deduction, your Deed of Gift form will serve as a receipt. Also, if you pay Idaho income taxes, you may be eligible for additional credits for a contribution to an educational institution. Please consult your own accountant, attorney or the IRS to ensure the maximum benefit of the tax deduction is realized for donated materials.

Will BCHS exhibit my donated items?

BCHS cannot guarantee that any donated materials will be exhibited, unless accepted explicitly for that purpose. BCHS is committed to ensuring the long-term preservation of donated materials, displayed or preserved in storage. Based on various factors and criteria, many donated materials are available for scholarly research and on occasion loaned to other museums and cultural centers for special displays and exhibitions.

If I donate materials to BCHS will they be returned upon my request?

BCHS cannot return accessioned items to donors. Once the Collections Committee approves the acceptance of your proffered donation into the collection a Deed of Gift is issued by BCHS and signed by the donor. This document provides transfer of legal ownership of the item to BCHS.

If BCHS will not accept my item as a donation, will they accept it as a long-term loan?

BCHS does not accept long-term or permanent loans. While various materials are accepted on a short-term basis related to special exhibitions, programs or events, the institution chooses to commit its resources to the storage and preservation of objects within its own permanent collection holdings.

How do I donate other types of materials?

For items that do not fall within the collecting scope of the collection, but may be helpful to the operation of BCHS, please contact us at 208.263.2344 or BCHS@frontier.com.