

# Monroe County Historical Society, Inc. / Monroe County History Center

202 East Sixth Street, Bloomington, IN 47408

812-332-2517 www.monroehistory.org

## Temporary Deposit Form

Name: \_\_\_\_\_ Received Date: \_\_\_\_\_

Name of person delivering object(s), if other than listed above: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (Main): \_\_\_\_\_ Telephone (Alt): \_\_\_\_\_

Email: \_\_\_\_\_

**List each item with any known information including age, ownership history, function and condition at time of delivery. Continue information on back or staple additional pages to this form.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Monroe County Historical Society acknowledges receipt of the item(s) listed above for accession review by the Exhibits and Collections Committee. I have left the object(s) listed above on this document for temporary deposit at the Monroe County History Center. I intend to donate these items to the Society pending their approval by the Collections and Exhibits Committee. If the items are accepted a Deed of Gift form listing the accepted material(s) will be mailed to me for signature to complete the donation process.

Items donated will be considered for inclusion in the following collections:

- any and all collections the Museum holds which include:  
The Permanent Collection Education / Prop Collection Local History/Library
- The Monroe County Historical Museum Permanent Collection only

Items left for donation, but not accepted into any of the Society's collections are to be:

- Returned to Donor
- Used by the Museum as office furniture or supplies
- Included in the Monroe County Historical Society's benefit sale or auction
- Other: \_\_\_\_\_

I agree that should I desire that the item(s) be returned to me if the Society does not accept it (them), I will be notified of its decision and will reclaim my property within 30 days of notification. I understand that I am responsible for retrieval, and that failure to reclaim my property within the specified time gives the Monroe County Historical Society the right to dispose of my property in any manner it may choose.

\_\_\_\_\_  
Signature of Donor or Person Submitting

\_\_\_\_\_  
ItemDate

\_\_\_\_\_  
Society Authorization

\_\_\_\_\_  
Date

### Owner contacted for pick-up:

Date donor called: \_\_\_\_\_ Name of caller: \_\_\_\_\_

### To be completed at time of pickup:

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Society Authorization

\_\_\_\_\_  
Date

**Accession Number:** \_\_\_\_\_

PERM LH/Lib EDU/ Prop