

**Wood County Historical Society
13660 County Home Road
Bowling Green, Ohio 43402
419-352-0967**

DONATION WORKSHEET

This form helps the Wood County Historical Society collect the most information we can about the objects in our collection and the people who used and/or donated them. Please print clearly.

Donor's Name: _____ Date: _____
Address: _____ Telephone: (____) _____
City: _____ State: _____ Zip Code: _____

The Collections Committee and Staff will consider all donations to the Wood County Historical Society for acceptance. The Collections Committee meets approximately once a month. You will be notified of their decision to either accept or decline your donation after the next committee meeting.

If your donation should be declined for any reason, would you prefer:

- to have the item(s) discarded. Discarded items will be sent to other historical organizations or local charities whenever possible.
- to be notified for pick-up of the item(s). A notification will be sent to you to pick up the item(s). If not picked up in two months, the item(s) will be discarded.
- to have the item(s) returned at your expense.
- other _____

The staff of the Wood County Historical Center will take every precaution to safeguard your donation, but will not be responsible in case of theft or loss while in the museum's custody.

Donor Signature: _____ Date: _____

Museum Representative: _____

Please fill out the additional information requested on the back of this form. Use extra sheets of paper if necessary. Just attach them to this form. Thank you.

*****FOR OFFICE USE ONLY*****

Object(s): _____ Collections Committee decision:
 _____ Accepted
 Accession Number: _____ Selectively Accepted
 Collections Committee Date: _____ Declined
 Remarks: _____

Brief Description of Donation: _____

Donor Biography

Is the object(s) being donated... () In Memory Of **or** () From The Estate Of

Name _____, of (city or town) _____

Date and place of Birth/Death _____

Relationship to the donor: _____

Please provide a short biography of the owner or user of the object(s) (family information, occupations, church/political/organization affiliations, etc.) _____

Was the object(s) purchased new, used, inherited, or found? Where (if known)?

Have there been any other owners or user of the objects? (Please list names) _____

Object(s) History: Please be as specific as possible and use additional sheets if necessary.

Brief description of each object(s) donated: _____

How old is the object(s)? _____
