



LancasterHistory.org

Lancaster County's Historical Society & President James Buchanan's Wheatland

Receipt of Delivery

This is to acknowledge receipt of the items listed below by LancasterHistory.org from:

Donor: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Method of Delivery:

_____ Hand-delivered personally

_____ Hand-delivered by representative

_____ Mail

Name: _____

Address: _____

Phone/Email: _____

Items and Description (continue on back if necessary)

The items listed above are left in the custody of LancasterHistory.org to be considered as:

_____ An unconditional donation _____ To be considered for acquisition
_____ For identification _____ To be scanned and returned _____ Other: _____

Disposition if not accepted for accession:

_____ Source will pick up _____ May be sold to benefit LancasterHistory.org
_____ Please dispose of or destroy

Received by:

Received from:

(signature)

(signature)

(date)

(date)



Items and Description (continued)

Thank you for offering items related to Lancaster County history.

Lancaster**History.org** appreciates your generosity and interest in improving the library, archives, and museum collections. We hope you will understand that the staff follows policy guidelines for the receipt of material for possible acquisition:

- The person on duty reserves the right to request that the donor make an appointment with the appropriate staff member before receiving any items.
- It is the established policy of Lancaster**History.org** that receipt of items offered as a gift may be conditional upon the approval of the Collections Committee.
- Lancaster**History.org** follows standard procedures in transferring title for items accepted into the collections. All items accepted must be the lawful property of the donor.
- The donor will receive a letter of acknowledgment and a Deed of Gift upon approval to add the item(s) to Lancaster**History.org**'s collections.
- Only items meeting the following criteria will be considered for the collections:
 - The items are relevant to and consistent with the purposes and activities of Lancaster**History.org** and are within the guidelines of the Collections Management Policy.
 - Lancaster**History.org** is able to meet professionally accepted standards in providing for the care and accessibility of the items.
- Retain this receipt for your records.
- Other conditions may apply.