



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

Phone: _____ Email: _____

Phone/Email: _____

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

Please dispose of or destroy

(date)



LancasterHistory

Items and Description (continued)

Thank you for offering items related to Lancaster County history.

Lancaster**History** 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** that receipt of items offered as a gift may be conditional upon the approval of the Collections Committee.
- Lancaster**History** 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**'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** and are within the guidelines of the Collections Management Policy.
 - Lancaster**History** 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.