

## Acquisition Procedures

1. An Acquisition Committee, composed of members of the Board of Trustees, meets four times a year, in spring, fall and twice in winter, to decide which donations will be accepted.
2. Preliminary discussions with a curator will establish whether
  - a. Your proposed gift falls within our collection mandate
  - b. Transportation arrangements are necessary
  - c. A tax receipt is required
  - d. An application should be submitted to the Canadian Cultural Property Export Review Board
  - e. An outside appraisal is required, which would be at your expense, as is the case when the value of a proposed item exceeds \$1,000, or when the total value of a group of items exceeds \$10,000.
3. Once delivered to the museum, your proposed gift will be
  - a. Studied and described by our curatorial staff
  - b. Examined by our conservation staff
  - c. Presented to the Acquisition Committee, along with a statement by a curator explaining its suitability for our collection and by a conservator reporting on its condition.

The acquisition process takes an average of three months. We thank you for your patience.

4. If the Committee decides to accept your donation, we will ask you to sign a deed of gift transferring ownership to the Museum. After we have received the signed deed of gift, we will issue a tax receipt, if you request one, for its fair market value. If the Committee decides not to accept your donation, we will contact you to make arrangements to return it to you.