

Acquisition procedures:

1. An Acquisition Committee, composed of members of the Board of Trustees, meets four times a year, in the spring, fall and twice in winter, to decide which proposed donations will be accepted.
2. Preliminary discussions with a curator will establish:
 - a. if your proposed gift is relevant to our collection mandate;
 - b. if transportation arrangements are required;
 - c. if a tax receipt is required;
 - d. if a request should be presented to the Canadian Cultural Property Export Review Board;
 - e. if an external evaluation is required, at the donor's expense, as is the case when the value of a proposed item exceeds \$1000, or when the total value of a whole donation exceeds \$20,000.
3. Once brought 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 relevance and by a conservator reporting its condition.

The acquisition process requires on average 3 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 requested, for its fair market value. If the Committee decides to refuse your donation, we will contact you to make arrangements to return it to you.

For more information, please contact us at collections@mccord-stewart.ca