

## TCHA Collection Policy

The collections goal of the Tippecanoe County Historical Association is to nurture an awareness and appreciation of the history of Tippecanoe County, Indiana and its artifacts and to strive for excellence and quality in the research and interpretation of the collection of local history, so that the past may shed light on the present and future.

Acquisition priority shall be given to materials relating to Tippecanoe County and made or used at least 25 years prior to the year they are being offered to the Association. Exceptions will be made for materials, which, because of their unique nature, will greatly enhance the Association's collection.

TCHA collects material that tells the story of Tippecanoe County, include photographs, documents, objects, books, works of art, maps, textiles and more.



West Lafayette High School Pennant

## How to make a donation

If you have material you would like to donate to the permanent collection of TCHA, follow these steps:

1. Contact the Curator of Collections to arrange a time to deliver your material and ask any questions you might have.
2. Deliver your material to TCHA. You will be asked to sign either a "Temporary Custody" form or a "Deed of Gift" form.
3. After the material is reviewed by the Collections Committee, you will be contacted by the Curator to either complete the donation paperwork or arrange for the return of your material.

## How TCHA Considers New Material

All potential donations are reviewed by the Collections Committee. This committee meets on a regular basis to consider material based on its relevance to Tippecanoe County History, its overall condition, and how it will fit in with the collections that are already held at TCHA. The curator will then contact the donor to finish the process of gifting the material to TCHA. If material is rejected for the collection, the donor may reclaim it or choose to let TCHA sell it at auction. All profits from these sales are used to care for the permanent collection. Staff may also advise the donor of another appropriate repository for the material.

What happens to material after it is donated to TCHA? Once a "Deed of Gift" form is signed, the material becomes the permanent property of the Tippecanoe County Historical Association. Items in

the permanent collection are cataloged and stored according to the best possible museum practices. All material is then available for researchers and could be used for exhibits. There is no guarantee that an artifact will be on kept on exhibit.

\*Donations are tax deductible. TCHA staff cannot give appraisals or values to items. Donors must seek their own appraisal in order to claim a tax deduction amount.

## Bequests

Bequests to the association will be reviewed in the same manner as all other donations to the permanent collection. Please contact the Curator of Collections if you have questions regarding your material.



Warren Paper Products Games

## Donate

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