



How the Acquisitions Process Works

The CCWEC acquisitions process follows the standard, and legal, processes in use by incorporated museums in the United States. These processes include: a documented Temporary Custody process, and a documented Accessions process.

Temporary Custody Receipt

All acquisitions start with a donation and a completed **"Temporary Custody Receipt."** The receipt must be filled out with complete contact information, date of donation, donation description, and signature of the donor. The donor selects the type of donation on the receipt they wish to make. The donor also determines if the object will be recovered if the object is not accessioned. An incorrectly completed, or incomplete receipt, or a receipt with conflicting information on it, will delay the accession process. The accessions process will not advance until the error or conflict has been resolved.

When a proper **"Temporary Custody Receipt"** has been received, the Receipt will be recorded and presented at the next Committee meeting.

Accessions Process

A. Accessions Meeting

- a. The Acquisitions and Preservation Committee meets periodically to decide on accessions along with other archival related subjects.
- b. To determine if the donation should be accessioned, or not, the Committee determines;
 - i. The approximate age and related dates of the artifact or document.
 - ii. If the artifact or document fits in the permanent collection, or if it can be used for educational purposes, by the CCWEC volunteers and docents and visitors.
 - iii. If it fits in the permanent collection, where and how it should be used.

B. Archives Staff Functions

- a. If a newly donated item has been accessioned by the Committee, the staff will:
 - i. Complete the accession documentation by:
 1. Assigning an accession number to the donation
 2. Cataloging each item in the donation by:
 - a. Assigning an identification number for each item.
 - b. Prepare each item to be marked with each items' specific identification number.
 - ii. Prepare and mail the **"Thank You Letter"** and the **"Deed of Gift"** Forms.
 - iii. When the signed **"Deed of Gift"** has been received by the Archives, the staff will:
 1. Record the receipt of the signed **"Deed of Gift."**
 2. Complete the identification marking of each item.
 3. Prepare the objects for restoration, modification, or display.
 - iv. Appropriately store the object until it is ready to transfer to its permanent location.
- b. If the donated item is not accessioned the staff will:
 - i. If the donor selected the option (on the **"Temporary Custody Receipt"**) to retrieve the item if not accessioned, the staff will prepare and mail a **"Thank You and Repatriation Letter"** to the donor notifying them of the Committee's decision.
 - ii. If the donor selected an option (on the **"Temporary Custody Receipt"**) to give CCWEC the right of disposal of the donation, the staff will prepare the item for disposal.