



DuPage County Historical Museum
102 E. Wesley Street
Wheaton, Illinois 60187-5321
dupagemuseum@wheatonparks.org
630.510.4941

Museum Use Only

Date Received _____

Staff Receiving: _____

Accession #: _____

Receipt of Materials

The DuPage County Historical Museum (“the Museum”), a facility of the Wheaton Park District, acknowledges receipt of the following items from the person named below (“the Depositor”) for the purpose indicated. The Museum and the Depositor agree that the Museum’s receipt of these items is governed by the Terms and Conditions of Receipt on the second page.

Depositor: _____

Address: _____ City _____ State _____ Zip _____

Telephone: _____ Email: _____

Owner of Artifacts (If not Owner): _____

Address: _____ City _____ State _____ Zip _____

Telephone: _____ Email: _____

Items Received

Artifact Description & History	Condition	Value (Provided by Depositor)
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Check here if additional items are listed on additional sheets. Total number of sheets: _____

Terms and Conditions of Receipt

Ownership

The Depositor warrants that he or she is the owner of the above items or that he or she has been authorized by the Owner(s) to place them with the Museum for the purpose indicated in accordance with the terms and condition of this receipt.

Care/Insurance

While the in custody of the Museum, the items shall be cared for in the same manner as they would be if they were the property of the Museum. The values stated for the items have been provided by the Depositor, and neither the Museum, the County of DuPage, Illinois, Wheaton Park District, nor any insurance carrier of theirs stipulates to these values or is responsible for their accuracy. In the event of any claim for loss of or injury to an item neither the Museum, the County of DuPage, Wheaton Park District, Illinois, nor any insurance carrier of theirs shall be liable for damages in excess of the value stated for that item, nor shall they be liable for consequential damages.

Unitemized Materials

If materials are not itemized at the time of deposit, the Depositor consents to a Museum provided inventory, to be mailed to the Depositor within seven days of deposit. In the event of any claim against the Museum, and the County of DuPage, Illinois, Wheaton Park District, for loss of or injury to the materials, the inventory provided by the Museum shall be conclusive and binding upon the Depositor and Owner(s) as to the kind, quantity, and condition of the materials.

_____ Depositor's initials if materials unitemized clause invoked

Acceptance

1. The Museum may retain any or all of the above items for up to 90 days from the date of execution of this portion of the receipt.
2. The Museum will notify the Depositor which materials the Museum will accept. All acceptances are subject to the Museum's current Collections Policy, a copy of which will be furnished to the Depositor upon request. Materials which have been approved for acceptance shall remain at the Museum pending transfer of their ownership. If no Deed of Gift for the materials is received within 90 days of the Depositor being notified of their acceptance, all title in and interest to the materials shall be deemed transferred to the County of DuPage, Illinois without restriction or condition.

Disposition of Items Not Accepted (check one option)

1. The Depositor agrees to remove all materials within 30 days after being requested to do so. At the discretion of the Museum, materials remaining at the Museum after this period may be disposed of as indicated in option 2.
2. The Museum has permission to dispose of any item not accepted for acquisition by offering them to another nonprofit, tax-exempt historical or educational organization, by selling them and using the proceeds to purchase other materials for the Museum's collection, or, if neither of above is possible, by discarding the materials.

Terms and conditions of this receipt agreed to:

Materials received by:

Depositor's Signature

Museum Title: _____

Receipt for Return of Items

The undersigned, the Depositor, or an individual on his/her behalf, hereby acknowledges receipt of items not accepted by the Museum and, except as indicated below, hereby releases the County of DuPage, Illinois, the DuPage County Historical Museum, Wheaton Park District, their insurers, and their employees and agents from all liability for damages relating to such items.

Loss or injury referred to above: _____

Signature: _____ Date: _____

Receipt for Materials – Additional Sheet # _____

Depositor: _____

Items Received

Artifact Description & History

Condition

Value
(Provided by Depositor)
