



Chenango County Historical Society

Donation Policy

Donation Offers:

The Chenango County Historical Society and Museum (CCHS) collects artifacts, paper, images, and select publications which support our mission. These items are used to tell the story of our region's people, places, activities, and events.

The following criteria guide our collecting:

- Offered items must be relevant to our mission.
- CCHS must be able to provide adequate current and future care for an item or collection.
- Items are not purchased for the collection except in *extremely rare* circumstances.

Items Not Accepted:

- Duplicate items, i.e., a third, fourth, or fifth copy of a county history book.
- Conditional donation offers – i.e., providing assurance that an artifact will be permanently displayed.
- Materials that may constitute a threat to the collection such as chemicals, explosives, food, or those with active mold/pest infestations.

Note:

Only staff or an appointed collections representative can accept or decline potential donation materials. A committee and the CCHS Board of Trustees have final authority regarding acceptance of items.

The donor transfers all rights of ownership, including copyright, to CCHS once a donation is accepted.

If you have item(s) which fit within the mission and guidelines as stated above, call (607) 334-9227, ext. 3 and leave a message. Scheduling the acceptance of potential donation material(s) is necessary for staff management; CCHS reserves the right to refuse donations at any time.

Thank you for considering CCHS as the home for your item(s)!