

## **Wenatchee Valley Museum & Cultural Center Collections FAQs**

It is the mission of the Wenatchee Valley Museum & Cultural Center to gather, engage, and educate people to celebrate and preserve the history, arts, sciences, and rich diversity of our region.

The region can be defined as the valley that contains the Wenatchee River (Wenatchee Valley), the City of Wenatchee, the areas north and south of Wenatchee in Chelan County as well as the City of East Wenatchee and surrounding areas to the north, south, and east in Douglas County.

### **How do I go about donating my item?**

In order to donate items to the Museum's permanent collection, you must have full right, title, and authority of the item(s) and by signing them over you are relinquishing all these to the Wenatchee Valley Museum & Cultural Center. This transfers the exclusive rights to reproduction, adaptation, and distribution of the items as well.

Understanding this, the constituent looking to donate an item will fill out the Museum's *To be Considered for Acquisition* form. The Collections staff brings the information about potential donations to a meeting of the Collections Committee. The Collections Committee makes the accept or reject decision based on collection acquisition criteria established by the Museum's Board of Trustees. This decision is then presented to the Board of Trustees for approval. After Board approval, an item can then be accessioned into the collection. This process includes the donor signing a donation form and the item being brought in or delivered to the Museum to be cataloged by Collections staff. On occasion, if deemed appropriate by the curatorial staff, an item can be accessioned into the Education/Exhibits collection.

**Items are legally not allowed to be left at the Museum until official approval and the donation form has been signed! Please do not leave or drop off any items without prior approval.**

### **Please understand that we can't accept everything**

The Museum's collections deserve the best care we can give them, and yet our resources are limited. We must beware of accepting more objects than we can properly care for. Therefore, we will be most likely to accept your donation for the collection if:

- it has a clear connection to the Museum's mission;
- it doesn't duplicate objects already in the collection; and
- it is sufficiently well documented that we can interpret it usefully for the public.

### **Will my donation be exhibited?**

Not everything we accept will go on exhibit. Our collections include items used for research and for public education programs, as well as those displayed in the galleries. All of these uses help promote our mission of preservation and education. We rotate objects within our Permanent Exhibit and in temporary exhibits as appropriate, but only a small percentage of the entire collection can be displayed at a given time. Long term exhibition can cause damage and shorten the life of many types of objects. Donations that are not on display are well cared-for and used for research purposes.

**Will my artifact be returned to me at my request?**

Once an object is donated and a deed of gift is signed by the donor, the Museum becomes the legal owner of the object. A donated item cannot be returned to the donor after the donation paperwork has been signed.

**Can objects be removed from the Collection?**

The Museum can remove artifacts from the Permanent Collection through deaccessioning. Deaccessioning is a way to improve and strengthen collections by refining, upgrading and focusing them. Deaccessioned items are first considered for placement in another educational institution but may also be moved to our Education/Exhibits Collection, sold or discarded. Any revenue gained from the sale of deaccessioned items are placed in a restricted fund to be used for the care and preservation of the Permanent Collection and will not be used for general operating expenses.

**Does the Museum do repair or conservation work?**

No. People who need an object repaired or conserved should speak with a professional conservator.

**Can the Museum appraise my artifact?**

The Museum cannot provide appraisals of the monetary value of artifacts proposed for donation or for any other reason. The Internal Revenue Service regards museums and libraries as interested parties. If an appraisal is desired, you may contact a professional licensed appraiser in your area.

**Can I get copies of photographs from the Collection?**

Yes. The Museum offers copies for purchase from the photograph collection at request. The Photograph Request form is linked on the Collections page of our website and can be sent to [collections@wvmcc.org](mailto:collections@wvmcc.org).

**Can I do research at the Museum?**

Yes. A request for research can be submitted by the Research Request form linked on the Collections page of our website to the email [collections@wvmcc.org](mailto:collections@wvmcc.org).