



# COLLIN COUNTY

Myers Park & Event Center  
7117 County Road 166  
McKinney, Texas 75071  
www.collincountytx.gov

January 14, 2014

To: Judge Self and Commissioners

From: Ruben E. Delgado, P.E., Director of Engineering

Re: Adopt the Collin County Farm Museum Collections Policy & Procedures

Myers Park and the Myers Park Advisory Board request Commissioners Court's adoption of the attached Collin County Farm Museum Collections Policy & Procedures. The purpose of this document is to provide a form of uniform guidance for museum staff, volunteers, other county departments and donors who interact with the museum.

It is important to note that objects donated and accessioned into the museum collection are the legal property of Collin County. The document outlines two specific procedures that ensure county officials of the museum's acquisition activities and promote transparency.

1. Reporting donations biannually to Commissioners court.  
*(Collections Policy & Procedures III.J.1 page 209)*
2. Formal acceptance of donations valued at \$5,000 or more, a threshold established by the IRS under Tax Reform Act of 1984.  
*(Collections Policy & Procedures III.J.2 page 20)*

This document also addresses the importance of maintaining appropriate insurance coverage for historic objects. In order to do this, valuations must be recorded for each object. Criteria and procedures to determine an objects value and authenticity are also established.

*(Collections Policy & Procedures III.C.-A.6.1 pages 11-12)*

Donors who intend to apply for a tax deduction are responsible for providing their own valuation.

*(Collections Policy & Procedures III.C.-A.6.2. page 12)*

We will be available to answer any questions you might have regarding this matter.

cc: Judy Florence  
Jeff Durham