



Source Documents

Collin County Farm Museum • 7117 County Road 166 • McKinney, TX 75071
972-548-4792 • ccfm@collincountytx.gov

C.-A.1. TEMPORARY RECEIPT

Date: _____ Temporary Receipt # _____

Source Name: _____

Address: _____

Phone: _____ Email: _____

List Objects, Notes & Potential Restrictions:

This form is to acknowledge receipt of the object(s) listed above by Collin County Farm Museum from:

Print Name Signature Date

Collections Policy & Procedures, C-1

- A representative of Collin County Farm Museum will contact the potential donor within 30 days regarding the museum's decision to accept or decline the donation.
 - Date object(s) received: _____
 - Date owner contacted: _____
- After being contacted, the potential donor as 30 days after receiving acquisition paperwork to sign and return to Collin County Farm Museum;
 - Date owner sent acquisition paperwork: _____
- Or the owner has 30 days to remove the object from Collin County Farm Museum's property.
 - Date for removal of object(s): _____
- Failure of the owner to remove the object in the requested time provides Collin County Farm Museum with the right to dispose of the object(s) in a matter deemed suitable.
 - Disposal Date and Method: _____



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EVALUATE FOR ACQUISITION (Collections Policy & Procedures B/C.-A.2.)

B.-1. Specific Areas of Collection:

What specific areas of the collection do the object(s) address?

- Rural History* – farming, homesteading, early tradecrafts or early town development
- Age* – from 1840 to 1960
- Location* – from the physical location of Collin County
- Representative* – objects or artifacts which illustrate the rural history

B.-2. Categories of Use:

Which category of use do the object(s) apply?

- Prime Exhibition Category* – the best quality and condition; addresses one or more specific areas of collection; exhibit ready
- Educational Category* – duplicates or lesser condition; hands-on tools and teaching aids
- Restoration Category* – poor quality; addresses one or more specific areas of collection; restorable
- Expendable Category* – utilized for different uses, such as restoration or public art project

C.-A.2. Acquisition Consideration:

Is the object(s) similar to object(s) in the collection? No Yes **If yes, why acquire a duplicate?**

Is the object larger than 4 cubic feet? No Yes **If yes, where will the object(s) be stored/exhibited?**

What is the condition of the object(s)?

Are there donor restrictions? Yes No

Recommendation: Accept entire collection Accept partial collection Decline collection



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C-A.2. ACQUISITION FORM

Acquisition ID# _____ Purchase Price or Value \$ _____

Type of Acquisition: Accession Digital Educational

Source Name: _____

Source Address: _____

Source Phone: _____, _____, _____

Source Email: _____

I own the personal property described below and desire to give said personal property to Collin County Farm Museum. I do hereby give and transfer to Collin County Farm Museum all rights, titles, and interests, including all copyright, trademark, and related interests, in and to the following described property; providing the below restrictions are met.

Restrictions:

- No Restrictions
- Restricted – “Collection not to be sold, unless authorized by the donor...”
- Restricted – “If museum closes, return items to donor/donor’s heirs...”
- Other Restriction: _____

**Restrictions are accepted by Collin County Farm Museum with the stipulation that donors are responsible for updating contact information and information of heirs. This is not the responsibility of Collin County Farm Museum. Upon due process of contact (See Section F. “Special Circumstances” of Collections Policy & Procedures) and voided outcomes, this restriction becomes invalid.*

Received as: Donation Purchase Found-In-Collection Unclaimed Loan

Credit Line: “Donated by...” “Donated in Memory of...” “Donated in Honor of...”

By my signature below, I accept the conditions and acknowledge reading any attached information.

Date: _____ Donor/Agent 1: _____

Donor/Agent 2: _____

The donation described above is accepted for Collin County Government by Collin County Farm Museum.

Date Received: _____ Collections Committee: _____

Collections Committee: _____



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C.-A.4. DEACCESSION FORM

Object ID Recommended for Deaccession: _____

Reason for recommendation:

- Object is not consistent with the CCFM “Mission Statement” or “Collection Scope.”
- Object is a duplicate.
- Object utilizes too many resources (money, space, time).
- Object is in poor condition.
- Object is excessive in size.
- Object is dangerous or may cause damage to other objects in the collection, storage or display facilities, or individual working at or visiting the museum.
- Object is/was donated with conditions, restrictions, or encumbrances the museum is unable to meet.

Recommendation for object placement: *(Identify and describe purpose)*

- Educational Use

- Expendable Use

- Disposal (continue to C-4.)

C.-A.4. DISPOSAL FORM

	Disposal Method	Name/Location & Date	Notes
<input type="checkbox"/>	Transfer to another museum...		
<input type="checkbox"/>	Auction/Sell		
<input type="checkbox"/>	Scrap/Sell		
<input type="checkbox"/>	Remove to Dumpster		



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F. SPECIAL CIRCUMSTANCES

Regarding cases of deaccession, disposal, found-in-collection, and/or return of long-term/indefinite loans.

Object ID: _____

Identify Special Circumstance:

- No contact information.
- No current contact information.
- No formal paperwork.
- Object with restrictions marked for deaccession.
- Object on long-term/indefinite loan.

Procedure:

1. Call and send letter to person of contact and 30 days for response.

Name & Address of Contact	Start Date	End Date	Note

2. Search phone books and internet for current contact information and wait 30 days for response.

Sources	Start Date	End Date	Note

3. Post ad in classifieds of Dallas Newspaper; Wait 30 days for response.

Name & Address of Contact	Start Date	End Date	Note

4. After 90 days of no response, property is considered abandoned and the property of Collin County Government.

5. Begin Source Document on page 3.