

GUIDE TO DONATIONS

This guide is intended to give potential donors information to help them make decisions about the future of their collections, and to understand the donation process at Medalta in the Historic Clay District.

Donations to the Friends of Medalta's Collections

Medalta in the Historic Clay District accepts donations of ceramic objects for its permanent collection and study collections. As our collection has grown over the years to over 30,000 objects, we are very selective about the objects that we take in to our collection. Please read our collections priorities below to see if your object fits our collecting criteria before submitting an application for donation.

As our collection grows, we cannot accept donations of objects which duplicate those already housed within our collection. We limit our acquisitions into the permanent collection to three of each object in very good to excellent condition. As such, objects in poor condition will not be accepted into the collection. From time to time, exceptions may be made to this rule if an object is rare. This decision is at the discretion of the Collections Department.

To ensure that your **donation** fits with the Museum's collecting policy, there is a formal acquisition process which can take anywhere from 2-12 months to complete.

1. If you are considering a donation of a ceramic object(s), the first step is to email or mail an image of the work(s) with dimensions for review by the Collections Department. If the object(s) is suitable for the museum's collections, the object(s) will be brought forward at the next step.
2. The Collection Manager considers the gifts based on existing criteria in our Collections Management Policy.
3. Once all approvals have been made, the donor will be asked to sign a Deed of Gift that legally transfers ownership to the Museum. A Deed of Gift cannot be signed until all approvals have been received. The date on the legal transfer is considered to be the donation date. If a donation is brought to the Museum in December 2013, and is not accepted until February 2014, the legal transfer date will be for 2014.
4. Donations may be designated appropriate for the Museum's **Permanent Collection** or **Study Collection**.

Associated Costs

There are many costs associated with object donations. These costs can include shipping, appraisals, staff resources and conservation treatments, in the short term, and insurance and storage costs in the long-term. Because of this, Medalta asks all potential donors to consider whether they are able to assist in covering associated costs by making a monetary donation as well. Charitable tax receipts are issued for all reimbursed costs and are an excellent way to get even more out of your donation to Medalta.

Tax Receipts and Appraisals

The Friends of Medalta Society is a registered charity according to the guidelines of the Canada Revenue Agency, and is able to issue tax receipts for the appraised **Fair Market Value** of the donation. Donations to all collections can receive a tax receipt.

For objects valued at \$1000 CAD or less, a qualified Museum staff member may appraise the donation. However, if an outside appraisal is required, we will seek an appraisal from a third-party.

We are not able to advise donors about personal tax information. Please consult your accountant or refer to the "Gifts and Income Tax" booklet issued by the Canada Revenue Agency <http://www.craarc.gc.ca/E/pub/tg/p113/README.html> or call the Charities Directorate: 1-800-267-2384.

Bequests

We encourage donors with whom discussions have taken place about the future of their collections, to make the necessary adjustments to their Last Will and Testament, if they intend for objects to come to the Museum after

their death. Please ask your lawyer to send the relevant section of your Will and Testament to the Museum, to be kept on file. Be advised that bequests will be subject to the same application process that applies to all donations. If you do not notify Medalta of your intention to leave objects to the Museum in your will, please understand that we are not under any obligation to accept these items, and when the time comes, we will treat them as any other donation and proceed according to our donation process.

Recognition

Donations to the permanent collection become the property of the Friends of Medalta Society, and we may store, display or interpret the objects at our discretion. At any point where objects are on display or where images are used, Medalta will credit the donor according to their wishes detailed on the Deed of Gift.

Medalta will not accept donations that have conditions attached (with the exception of requested credit lines).

De-accessions

The donation process is designed to minimize the need to remove objects from the permanent collection, but circumstances may change and it may at some point become necessary. Once approved by Collections Committee, objects are then disposed of according to existing policy.

Medalta in the Historic Clay District- Contact

We prefer that you email or mail about your potential donation. Walk-ins are NOT encouraged. Please submit your donation inquiries to:

Collection Manager
Susan McKinnon
susan@medalta.org

Or by mail:

ATTN: Collections Department
Medalta in The Historic Clay District
713 Medalta Ave SE
Medicine Hat, AB
T1A 3K9

Definitions

Appraisal – An appraisal is an estimate of the **fair market value** of an object at the time of donation.

Asset Collection – The asset collection at the museum consists of objects acquired by the Museum (usually through donation) that are not accessioned into the Permanent Collection or admitted into the Education Collection. These objects are typically over represented in the permanent collection. Objects in this collection category may be sold in our gift shop or public auction to support the Museum's Collections Department.

Donation – The Canada Revenue Agency defines a donation as being a voluntary transfer of property without valuable consideration to the donor. However, if the donation is made to a registered charity, a tax receipt may be issued for the **fair market value**.

Study Collection –

The Study collection is used to supplement the permanent collection, provide materials that can be handled and provide resources for curatorial research, teaching staff and students. Ownership of all objects is transferred to the Museum at the time of acquisition. When not being used, objects are stored in secure storage.

Fair Market Value – The highest dollar amount a collector would pay in an open and unrestricted market, between a willing buyer and a willing seller who are acting independently of each other.

Permanent Collection – The permanent collection at the museum consists of donations, artefacts found on-site or bequests, which are held in trust for the public. Ownership of all objects is transferred to the Museum at the time of acquisition. Display of the permanent collection is determined by the Museum, and any items not on display are stored in secure, climate controlled storage. The permanent collection is only handled by the Collections Department staff.