

## **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 or are over represented 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 an 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 listed in the following section.
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.

### **Collecting Priorities:**

The museum acts to acquire objects that fulfill the stated and implied goals of the Friends of Medalta Society as outlined in its statement of Purpose, and maintain and increase the quality of artefacts held in the museum's collection.

Although its primary focus is on the Medalta Potteries, the museum cannot ignore the connection and contribution of other potteries and related companies in the city in its interpretation of the clay products industry. Therefore, collection activities have been summarily categorized as follows:

#### Priority One: Medalta

- Medicine Hat Pottery Company (1912 - 1914)
- Medalta Stoneware Limited (1916 - 1924)
- Medalta Potteries Limited (1924 - 1958)
- Medicine Hat Potteries (1937 - 1956)

Hycroft China (1957 - 1990)  
New Medalta Ceramics (1958)  
Sunburst Ceramics Limited (1959 - 1966)  
Medalta Potteries (1966) Limited (1966 - 1988) Redcliff

Priority Two: Other Potteries

Gas City Pottery (1916 - 1924) (also known as Clarke's Pottery and Canadian Pottery)  
Alberta Potteries (1929 - 1938)

Priority Three: Related Industries

(includes brick, sewer pipe, insulation and clay manufacturing)  
Alberta Clay products  
Medicine Hat Brick & Tile  
I-XL Industries Ltd.  
National Porcelain Ltd.  
Plainsman Clay

All objects are to be collected to become part of the larger historical context of the clay products industry in Medicine Hat, not merely for the sake of collection. They must be useful in the museum's display, research and/or interpretive activities.

Identified collection areas, as directed by the Society's Statement of Purpose, are described as follows:

**Products:** Original items manufactured and sold

Machinery, Equipment, Tools found on site: Used in the manufacturing process from extracting of clay, clay preparation product manufacture and glazing to firing.

**Related Equipment found on site:** Other work facilities equipment such as office, testing and quality control with direct link to the product, etc.

**Archival Materials:** Manuscripts such as financial records minutes, correspondence, staff records, catalogues and photographs of buildings, people and events that document/record the operations.

### **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 <https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/p113.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. We are currently not accepting donations to the asset collection at this time.

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