

## Frequently Asked Questions

Thank you for your interest in donating materials to the Denton County Museums. The Museum regularly acquires new artifacts and archival material for its permanent collection through the generosity of individuals, businesses, and estates.

*What type of items does the museum collect?*

The Museum collects items related to and supporting the history and development of Denton County. These items include three-dimensional objects, textiles, documents, books, and photographs.

Priority is given to objects, document, and photographs related to:

Businesses and organizations in Denton County

African American communities in Denton County

Hispanic communities in Denton County

Events in Denton County

Families in Denton County

Items OHC no longer collects:

Furniture that cannot be traced directly to a family in Denton County

Personal items from families outside of Denton County

*How do I donate artifacts or archival material to the museum?*

If you are interested in making an artifact donation, please complete the Potential Donation Form and submit one or two photographs. Please provide as much information about your potential donation as you can as it will aid in the evaluation. Please email the form and photographs to the Curator of Collections at [Kim.Cupit@dentoncounty.com](mailto:Kim.Cupit@dentoncounty.com) or you may mail the form to our offices at:

Denton County Office of History and Culture  
Collections Donation  
110 W. Hickory  
Denton, TX 76201

Once your form is received, someone will call you within two weeks to gather more information and update you on the status of your donation. If you have any questions, please contact the office at 940.349.2850 or email the Curator of Collections.

*How are potential donations reviewed?*

All potential donations are reviewed by the Curator of Collections who makes a recommendation for acceptance to the OHC staff. After the staff decides on the donation, a staff member will contact you. If your donation is accepted, arrangements will be made to deliver the items to the Museum. The Denton

County Commissioner's Court has final approval on all donations. Once the Commissioner's Court approves a donation, a Deed of Gift is mailed to the donor. Potential gifts are approved by the Commissioner's Court every quarter.

The donations are evaluated based on the museum mission, collection scope, condition of the item, the museum's ability to care for the item, and duplication of current holdings.

*Can the Denton County Museums appraise my donation for its monetary value?*

The Museum cannot provide appraisals for donated material because the IRS views museums as interested parties. Any monetary appraisal prepared by museums is subject to question and disqualification. Professional appraisers will perform this service for a fee. You can find a qualified appraiser by contacting the American Society for Appraisers at <http://www.appraisers.org>.

*Can I take a tax deduction for my donation?*

Denton County is a tax-exempt governmental entity and donations may be considered for tax deductions. To be eligible for your tax deduction, you must file tax form 1040 and possibly tax form 8283. To ensure you receive the maximum tax benefit, it is recommended that you consult with your own accountant or attorney.

*Will my donation be put on display?*

The Museum cannot guarantee that any objects or documents donated to its collection will be exhibited unless expressly collected for that purpose. The museum rotates exhibits annually and only a small portion of the collection is on display at any given time. Documents and photographs are available for research purposes. The Museum is committed to the long-term preservation of materials on display and in storage. Any item in the collection may be viewed with advanced written notice.

*If I donate artifacts or archival material, can they be returned to me at my request?*

Denton County cannot return accessioned items to donors. Once your donation is accepted, you will be asked to sign a Deed of Gift which transfers legal ownership of the materials to Denton County. Government agencies follow strict code on ownership of property.

*I do not want to give my items. Can I loan them to the museum instead?*

The Museum does not generally accept long-term loans. While it does accept loan materials on a short-term basis based on an exhibit or program, the Museum is committed to the storage and preservation of items in its permanent collection.