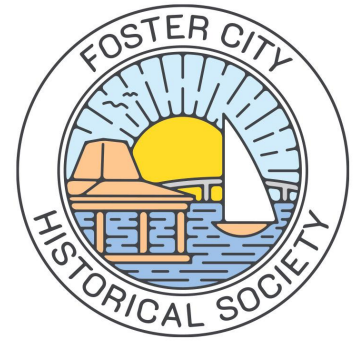


DEED OF GIFT



DONOR:
ACCESSION #: _____

Name/Title:
Address:

Phone:
cell:

e-mail:

I (we), the undersigned, do hereby own the personal property described below and desire to give said personal property to the Foster City Historical Society (FCHS). I do hereby irrevocably and unconditionally give and transfer to FCHS all right, title and interest, including all copyright, trademark and related interests, in and to the following described property unless specifically stated otherwise:

ITEMS AND CONDITION

VALUE

Donation for the Permanent Collection:

1.

Credit line: Courtesy of:

By my signature below I accept the foregoing conditions and those on the back of this form and acknowledge reading any attached information.

Signature of Donor/Agent

Title (Owner or Agent)

(Please print name)

Date

On Behalf of the Foster City Historical Society, I gratefully accept the forgoing gift.

Signature of FCHS Representative

Title

(Please print name)

Date

FOSTER CITY HISTORICAL SOCIETY COLLECTION POLICY

1. The Foster City Historical Society was established to collect, preserve and interpret the history of Foster City, California.
2. MUSEUM COLLECTIONS are used for exhibit, research and educational purposes. Acceptable material will consist of artifacts of cultural, historical or technological significance to the history of Foster City. The Society reserves the right to determine when or how such material will be used. Because the Society has a flexible exhibit policy for educational and preservation purposes, artifacts on exhibit can be expected to change.
3. ARCHIVES COLLECTIONS are comprised of materials whose primary purpose is for research. Acceptable material will generally relate to documentation of the history of Foster City and will include manuscript and printed records, photographic negatives and materials, prints, maps and other historical source materials. The Society's archives collections are available for public use on the premises.

Literary Rights: Unless otherwise restricted by copyright or by the donor and agreed to by the Foster City Historical Society at the time of acquisition, all literary rights are conveyed to the Foster City Historical Society. The Society's archives can assume no responsibility for misuse of literary or copyright restrictions by users of unrestricted material beyond normal professional ethics and standards.

4. Gifts to the Society and its archives are considered outright and unrestricted donations to be used in the best interest of the Foster City Historical Society. Usually, accepted gifts are considered extremely important or the best available at the time acquired. However, no individual or institution can predict nor govern the changing attitudes of future generations, no guarantee permanency beyond the best available preservation procedures.

It is sometimes impractical to evaluate all material at the time of acquisition. Upon evaluation, some material may be declared expendable by acquisition of better examples. Expendable material includes surplus, duplicate, non-relevant or material of deteriorated condition or limited use. Such material will be used in the best interest of the Foster City Historical Society, including but not limited to exchange programs to acquire other needed materials, loans to schools and other institutions, auction or outright disposal if the condition or value so warrants. Any material declared expendable must be approved by the Curator or Archivist and is subject to final approval by the Board of Directors of the Foster City Historical Society.

5. Donations are generally tax deductible. However, the Foster City Historical Society cannot appraise donations for tax purposes. For the protection of the donor, it is recommended that such appraisals be done by a disinterested third party and before title to the material is conveyed to the Foster City Historical Society.