



AQUISITIONS FORM

Plant City Photo Archives
106 S Evers St., Plant City, FL 33563

This is to acknowledge receipt of the items listed below by Plant City Photo Archives from:

Name: _____

Address: _____ City/State: _____ ZIP: _____

Phone: _____ Email: _____

**The items listed below are left in the custody of Plant City Photo Archives to be considered as:
(please check one):**

An unconditional donation. The PCPA reserves the right to keep, lend, or otherwise dispose of the donated material.

To be considered for acquisition*.

Other. Please specify: _____

Disposition if not accepted for accession (please check one):

Source will pick up within 30 days of notification

Please dispose or destroy

May be sold to benefit the Plant City Photo Archives & History Center

Items and description (attach another sheet if necessary)

PLEASE SEE THE FOLLOWING PAGE FOR A QUESTIONNAIRE REGARDING PERTINENT OBJECT HISTORY THAT WILL AID US IN DETERMINING THE HISTORICAL VALUE OF THE OBJECT(S).

I, the undersigned am the legal and rightful owner of the object(s) offered for donation to Plant City Photo Archives, Inc. PCPA shall hereafter have and retain exclusive and absolute physical ownership of the object(s). Copyright is transferred to PCPA and moral rights to the object(s) are waived. I am offering the articles to the museum without reservation, to be used for public benefit in accordance with the programs and policies of the archives, without further reference to me. I have read the agreement and understand the terms of my donation, and I declare that the information given on this form is true to the best of my knowledge.

I agree that the information provided may be used for public and presentational purposes.

Donor Signature Date

PCPA Authorized Personnel Date

*Acceptance of the donation into the archive's collection is dependent upon review and meeting the acquisition criteria as outlined in the Archive's Collections Management Policy. All attempts will be made to notify donors of acceptance or rejection within 60 days of the offer of donation. Any objects not claimed within 60 days of notification of rejection may be disposed of at the discretion of the Archives.

QUESTIONS FOR POTENTIAL DONORS

1. How did you discover or obtain the object(s)?

2. Are you the original owner or maker of the object(s)?

3. What is the object's connection to Plant City or the Hillsborough County area?

4. Please provide any known biographical details, background, information, or stories associated with the object(s).

Staff use only:

___ Object(s) ready for pick-up, owner notified (date): _____

___ Object(s) accessioned into collection: (accession number) _____

___ Object(s) returned to owner: (date) _____

Notes: _____
