



Sooke Region Museum

Operated by the Sooke Region Historical Society
Mailing Address: Box 774, Sooke, BC V9Z 1H7
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Historical Exhibits Archives Art Gallery Gift Shop Visitor Centre Lighthouse Moss Cottage

ARTIFACT OR ARCHIVES DONATION – TEMPORARY RECEIPT

Date: _____

Donor: _____

Address: _____

Phone/Fax: _____

Email: _____

Description:

Items received for consideration as gifts or loans are covered under the insurance policy of the Sooke Region Museum. Should the items be accepted you will be notified and the appropriate form will be sent for your signature. Failure to retrieve rejected items within a 6 month period will constitute abandonment and the items will be disposed of as determined by deaccession policies.

For Museum Use:

Condition: Excellent Good Fair Poor

Received for: Gift Loan Other

Notes: _____

Received from: _____

Received by _____ on behalf of the Sooke Region Museum

Returned to: _____

Date: _____

Donation Information

The historical significance of an artifact is greatly increased the more we know about it. Please fill out as much information about your donation as possible. Include dates and other relevant information. Details about the career/life of the donor and/or creator of the collection are especially important.

How old are the articles?

Who was the original owner?

Where were the articles used in the Sooke region? A historic home or business?

How were the articles used?

Who used these articles?

If homemade, who made them?

What material(s) are the articles made from?

Have the articles had any restoration or repair work?

Are there any photographs of the articles?

Is there any other information you wish to give?

Thank you for your assistance. The Sooke Region Museum is grateful for your support.