

Musical Box Society International Acquisitions Procedures

The MBSI Museum Committee, on behalf of MBSI, accepts mechanical music instruments, ephemera and other items of historical interest in order to preserve them for future generations.

In order to properly accept, document, restore where appropriate, and maintain an accurate Assets Database, the following procedures are to be followed.

POINT OF CONTACT

The point of contact for the donations of instruments and ephemera is the current Chair of the MBSI Museum Committee who will share information about the proposed donation with members of the Museum Committee.

DETERMINING ACCEPTABILITY

Input from the Museum Committee members regarding acceptability of the instrument will be coupled with a condition description by the donor, photographs, and, where possible, a visit by a Committee member or an MBSI member living near the donor. This information is to be forwarded to the Chair of the committee.

ACCEPTING THE DONATION

Upon the determination of the acceptability of the donation, the Chair of the Museum Committee will be responsible for sending three copies of the Deed of Gift and three copies of the Museum Acquisition Form to the Donor. Accompanying these forms will be a cover letter thanking the donor and asking that they be signed, witnessed and notarized as indicated on the forms. The

Donor will return the forms with any other material (photos, written description, provenance if known, etc) to the

Chair. The Chair will forward the forms received from the Donor to the current President of the MBSI for signature and when returned, the Chair will countersign.

A copy of the Deed of Gift and Acquisition Form will be forwarded to the Database manager for entry into the Database and assignment of an Item Number.

The Chair will inform the members of the Committee of the status of the donation and seek input on the appropriate insurance value to assign to the donation as well as a location for the instrument. This may include a current exhibit, a new exhibit, a restoration facility (if necessary), or storage.

In all situations of MBSI Museum assets and ephemera for which the Museum Committee has responsibility, the location, transfer or moving of these assets must be approved by the Chair.

ADDITIONAL NOTES

It is appropriate to ask a Donor to include in the donation the cost of packing and shipping of the donated item; the Museum Committee has a modest budget for all of its responsibilities. In some cases a donated item will require repair or restoration in order to bring the item to "exhibit condition."

In such discussions the Donor should consult a Tax Advisor about including this cost as part of the donation.

The Chair may also delegate part of these procedures to another Museum Committee member or, in the case of the examination of an instrument or item, an appropriate MBSI member.

Deed Of Gift To The Musical Box Society International

We, _____ hereby give, transfer and assign to the Musical Box Society International (MBSI) by way of gift, absolute and unconditional ownership of the object described herein, including but not limited to all right, title, and interests, related and unrelated, in, to and associated with said object. We affirm that we own said object and that we have good and complete right and title to give said object, free and clear of all encumbrances and restrictions.

We wish the gift be identified to the public and in the records of the MBSI as a gift from _____

Description and serial number of object:

Donor Signature: _____ Date: _____

Name in Block Letters _____

Donor Signature: _____ Date: _____

Name in Block Letters: _____

Address: _____ Telephone: _____

Signed in the presence of and attested by:

WITNESS: (Signature): _____ Date: _____

Name of Witness in block letters: _____

WITNESS: (Signature): _____ Date: _____

Name of Witness in block letters: _____

NOTARY PUBLIC Date: _____

(notary seal)

Signature: _____

Musical Box Society International hereby acknowledges receipt of the above Deed of Gift.

Signature: _____ Date: _____

Name: _____ Museum Committee Chairman, Musical Box Society International

Signature: _____ Date: _____

Name: _____ President, Musical Box Society International