**SAMPLE Temporary Custody Receipt**

 [INSTITUTION]

ADDRESS

PHONE NUMBER

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Depositor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner (if different from Depositor):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_

Home #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Items and description (use continuation sheet if necessary):**

**These items are deposited at the [INSTITUTION] to be considered:**

□ An unconditional donation. The [INSTITUTION] reserves the right to keep, lend, or otherwise dispose of the donated material.

□ A Loan for copy

□ For identification. Does not constitute an authentication; will not include appraisals. [INSTITUTION] reserves the right to photograph/copy.

□ For other. Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disposition if not accepted for accession:**

□ Returned to depositor □ Depositor will pick up □ Dispose of \_\_\_\_

□ May be sold to benefit [INST] \_\_\_ Initial

Initial

**Received by: Received from:**

**By signing I certify that I have read the conditions governing temporary deposits on the back of this form and agree to the conditions therein:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Returned to depositor:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Depositor signature Date

**Conditions Governing Temporary Deposits at the [INSTITUTION]**

1. If the items described on the face of this receipt are accepted for donation to the [INSTITUTION] or as a loan for microfilming, photographing, scanning, photocopying or other forms of reproduction, the depositor will be notified in writing and an Instrument of Donation will be sent for signature.
2. If any items are microfilmed, photographed, scanned or otherwise duplicated or reproduced, the depositor will be notified in writing after the copying has been completed and will have thirty (30) days from the date of notification to reclaim the property.
3. If any items are not selected for donation or for reproduction, the depositor will be notified in writing by registered letter and shall have thirty (30) days from the date of notification to reclaim this property unless they have indicated the items shall be disposed of or sold.
4. Should the depositor fail to reclaim deposited items, these items shall be deemed an unrestricted gift to the [INSTITUTION] and may be sold or disposed of.
5. The [INSTITUTION] will exercise reasonable care with regard to items on temporary deposit. The depositor hereby releases the [INSTITUTION] from all liability with respect to any loss or damage to the items referred to on the face of this receipt while said items are in the [INSTITUTION] possession or in transit and agrees that the [INSTITUTION] is not require to cover such items with insurance.
6. Should the legal ownership of the items change during the period of time in which this deposit is left in the care of the [INSTITUTION], whether by reason of death, sale, insolvency, gift, or otherwise, the new owner shall be required to establish the legal right to receive the items prior to their return by proof satisfactory to the Society.
7. All written [INSTITUTION] requests or notices required by this receipt shall be considered sufficient if sent by Registered Mail to the Depositor at the address given on the front of this form.