



Donating to the Collection – Frequently Asked Questions

1. *What happens when I offer something to the Transcona Museum?*

When you contact the museum, you will be put in touch with the Museum Curator or Assistant Curator who will discuss your potential donation and guide you through the process. Please request an appointment before bringing your object(s) to the museum.

We will ask you about the object's history and how it came to be in your possession. The object may be compared to other holdings in the collection. A visual assessment will be made to determine the condition and unique features of the object. This may be done in-person or you may be asked to send in a photograph.

2. *I have something I'd like to donate. Can I drop it off at the Transcona Museum?*

No. We are very interested to hear more about your objects but unfortunately, only the Museum Curator is allowed to accept objects into the museum's collection.

If you visit the museum and the Curator is not present, you will be asked to make an appointment and return later. Other museum staff and volunteers will not be able to accept donations in the Curator's absence.

We also do not encourage items to be anonymously dropped off, as ownership is not legally transferred to the Transcona Museum in those situations.

3. *How is ownership transferred to the Transcona Museum?*

When an offer is accepted, the Museum Curator will arrange for you to sign a Gift Agreement form. By signing your consent, you transfer your ownership in the object(s) over to the museum.

4. *What happens if my donation is not accepted?*

The museum is unable to accept all offers of donation to the permanent collection. Staff may recommend another museum or archive whose collecting mandate more closely relates to your object.

Objects not accepted into the collection are not permitted to remain at the museum, nor will they be disposed of by the museum.

5. *How does the Transcona Museum decide what it will accept?*

Potential donations are assessed against three main criteria:

History: The value of an object increases when more is known about it. Do you have information about how and where the object was created and used? Do you know when and where the object



was collected? Priority is given to objects that fulfill particular stories or themes within the collection that are underrepresented.

Condition: Is the object in good and stable condition? The museum will assess whether it has the means to properly care for the object.

Relevance: The museum will consider how the object fits within the museum's mission and vision, and whether it will bring a new perspective to the existing collection.

6. *Can a donation be returned to me if I change my mind?*

No, once the donation process has been completed, the object(s) becomes the legal property of the Transcona Museum and cannot be returned. You may wish to discuss the donation with your family members before contacting the museum. If you have concerns, please discuss them with the museum prior to signing over ownership.

This is why we gather information about potential donations prior to acceptance so that we can confirm a donor is the legal owner of all the material offered.

7. *May I obtain a tax receipt for my donation?*

The Transcona Museum may issue tax receipts for donated objects at fair market value of up to \$1,000 following the legal transfer of ownership of acquired material. Objects will be appraised after the Gift Agreement has been signed by both parties. An independent appraiser is needed to assess values greater than \$1,000. The donor is requested to cover appraisal costs.

8. *What happens to my donation?*

Collections staff will process your donation and create a descriptive catalogue record. This will allow access to information about the object and limit physical handling. Collections staff may create customized supports to store fragile items. Objects are stored to ensure long-term preservation.

9. *Will my donation be placed on permanent display in the Transcona Museum's galleries?*

Acquisition does not guarantee public exhibit and the Transcona Museum does not accept donations offered with conditions. While artifacts are rotated in and out of exhibit, only a small percentage of the museum's collection is on display at any one time. Fragile items are not considered for long-term exhibit due to their susceptibility to damage. The remainder of the collection is held in storage designed for long-term preservation.

10. *How will my donation be accessed and used?*

Objects in the collection may be accessed through the museum's collections database by making a research request to the Museum Curator or Assistant Curator.



Objects may be considered when planning for special tours, temporary in-house or offsite exhibits, and virtual online displays.

The collection is a source of information for researchers. The museum may conduct research projects that involve aspects of the collections and their findings are made available to the public in various ways such as publications, lectures, workshops, and blog posts on the museum's website.

Objects owned by the museum may be loaned to other public institutions for special exhibits. They are made accessible to scholars and students, independent researchers, and community organizations for the wealth of knowledge they contain.

11. *Can I visit objects I have donated?*

We always make our best effort to accommodate requests to see donated material. Please send us advanced notice of your visit so that we can book an appointment. This will allow us time to retrieve the objects from storage, or else inform you if they are on display, or if special scheduling is required.

12. *If I have more questions, whom should I contact?*

For further information, please call 204-222-0423 or send an email to info@transconamuseum.mb.ca