

Non-Monetary Gifted Material Donations Standards and Guidelines

GIFTED MATERIAL DONATIONS

Acceptance

The President has the authority to accept non-monetary donations on behalf of the HAS, subject to Board approval, while the final decision to accept or decline all gifted materials rests with the Board of Directors. Gifts are accepted on the understanding that on receipt they become the property of the Houston Archeological Society. The HAS retains the right to organize and allocate gifts according to its own judgment. Please contact the President at president@txhas.org.

Standards

Standard I: Review requirements prior to acceptance of gifted materials.

1. Donor must provide proof of ownership and information pertaining to origin of gifted material(s).
2. Examination of physical condition of proposed gifted materials for acceptance.
3. Assessment of Impact to and congruity of existing holdings prior to acceptance.
4. Research of gifted materials for consequent implications.
5. Evaluation of the cost of processing, housing and appropriate access to the gifted materials.

Standard II: Disposal of Gifted Materials.

1. In the event the HAS deems it necessary to dispose of gifted materials, the donor will be contacted first for reclamation. Should the donor decide not to reclaim the previously donated gifted materials, the HAS will ethically dispose of said gifted materials which subsequently proves to be unwanted, as it sees fit without the need to further consult the donor. Family members who would like the gifted materials returned may appeal for possession.
2. In the case of unannounced or anonymous donations to the Houston Archeological Society, the HAS will assume the owners/donors have made themselves aware of the gifted material policy of the HAS and will act accordingly.
3. All gifted materials requiring disposal will be disposed of in accordance with all local, state and Federal laws, regulations and statutes.

Standard III: Donor Recognition.

1. The Houston Archeological Society reserves the right to publically recognize donors for their contribution to the Society unless otherwise requested by said donor. In addition, the HAS will make this policy publicly accessible and provide potential donors with a copy if requested. The HAS will provide donors with a brief, pro-forma receipt for gifts (not including valuations). Accession records will record the names of all donors.