

**WAPELLO COUNTY CONSERVATION BOARD NATURE CENTER  
GIFT ACCEPTANCE POLICY / GIFT RECEIPT**

The WCCB Nature Center is an educational center with reference to regional history, the natural resources, and sciences. The center selectively collects artifacts, books, and papers to further that purpose.

Objects will not be accepted or otherwise acquired for the Nature Center collection unless the following conditions are met:

- A. The objects are relevant to and consistent with the purposes and activities of the WCCB Nature Center.
- B. Donors must have clear, legal title to the object.
- C. Gifts are donated unconditionally with no restrictions as to display, preservation, retention or disposition, either now or in the future.
- D. The Nature Center has a policy of changing the material on exhibit as times and interests change. For this reason, no guarantee can be made that the donated article(s) will be on exhibit at any given time.

Gifts can be used for the following purposes and disposition is made at the discretion of the Nature Center Director.

- 1. Permanent collection: those collections maintained by the Nature Center for perpetuity.
- 2. Education collection: material used in educational 'hands-on' programming (including live materials).
- 3. Resource materials (Library or Museum): items that provide information regarding nature or museum objects for programming, such as books, videotapes, etc.
- 4. Equipment: tools or equipment for the Nature Center, office, exhibits, programming, or collection needs, such as hand and power tools, chemicals, paint, furniture, etc.
- 5. Gift Shop material: items appropriate for sale or resale that do not fit the categories listed above.

Objects in the collection will be retained permanently if they continue to be relevant and useful to the purposes and activities of the Nature Center and if they can be properly stored, preserved, and used. Disposing of objects will be considered when these conditions no longer prevail and only by recommendation of the collection managers (Naturalists) to the Executive Director with the approval of the Conservation Board.

Acceptance of items on loan to the Nature Center is discouraged and accepted only by a joint decision of the WCCB and Executive Director.

Appraisals done by the Nature Center represent a conflict of interest. The appraised value of a donation is the responsibility of the donor. Donations are federally tax deductible; however, the acceptance of an item at its appraised value does not imply endorsement of the appraisal by the WCCB Nature Center.

Only authorized personnel are permitted in storage areas of the WCCB Nature Center. Nature Center staff members are not required to produce donated articles from storage areas upon donor demand.

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The items listed on this Gift Receipt are donated to the WCCB Nature Center without limiting conditions to the Nature Center, the articles described to become the absolute property of the Nature Center.

Items donated: \_\_\_\_\_

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Donor Signature \_\_\_\_\_ Date \_\_\_\_\_ Executive Director/WCCB Nature Center \_\_\_\_\_ Date \_\_\_\_\_