



Date: _____

Temporary Custody Receipt

Heart Mountain Wyoming Foundation

Please complete all sections below and on reverse, including signature

May be copied if more than one form is needed

Section 1 (Required)

This is to acknowledge receipt of the item(s) listed below from:

Person completing this form: Donor Agent - friend/family/lawyer/other

Name (required) _____

Address (required) _____

City _____ State _____ Zip _____

Please supply at least one additional contact method by phone or email

Cell # _____ Home # _____ Work # _____

Email _____

Section 2 (Required - a legible handwritten or typed list may be attached instead, include name listed above on attachment)

Item(s) and Description

*Please include quantities and a sufficient description to uniquely identify each item.

Section 3 (Required - choose one)

The items listed above are left in the custody of the Heart Mountain Wyoming Foundation to be considered as:

An unconditional donation, meaning, the HMWF reserves the right to keep, lend, or otherwise dispose of the donated material.

***All donors will receive follow up documentation in the form of an acceptance letter and formal Deed of Gift. If the Deed is not completed and returned by donor within 60 days of receipt of the mailed Deed from HMWF, this Temporary Custody Receipt document will serve as the legal instrument of full ownership transfer to the HMWF of this physical/personal property. This includes any and all intellectual property rights, when applicable, unless otherwise stated on reverse.*

To be considered for acquisition (donor has not decided or committed to donation yet)

For identification only. The HMWF reserves the right to photograph. Note: this does not constitute an authentication and tax appraisals are not permitted by our staff or representatives.

Other - please specify: _____

--- Continued on back, signature required. ---

Temporary Custody Receipt - Heart Mountain Wyoming Foundation - Page 2

Section 4 (Required)

Yes / No There are multiple items in this donation and more than one of the choices below applies. If yes, briefly note the applicable item in the margin.

Intellectual property (IP) rights statement:

- I am the **original** creator (author, writer, artist, photographer, architect, musician, etc.)
- I am the heir or have legally inherited the item(s) **from the original** creator
- The intellectual property rights have been transferred to me by **legal written contract** (please attached a copy of transfer of copyright/intellectual property documentation)

If one of the above is selected, I **intend to / do not intend** (circle one) to transfer the intellectual property rights (*copyright/literary right/patent/trademark /etc.*) in full to the HMWF.

Other possible choices:

- I do not own or do not know who owns the intellectual property rights. (most common)
- Intellectual property rights do not apply to any item offered. (less common)
- The intellectual property rights ___ belong to another party or ___ are jointly owned. (often/occasional) If known, please list owner(s): _____

Section 5 (Optional, if applicable – select all that apply)

Another repository (such as a library, archive, historical society, etc.) has scanned or digitized photographed published online or in print, or received the original or copy of this item(s). If any, please list these institutions or agencies: _____

Section 6 (Required - choose one)

If this item(s) is not accepted for the HMWF Collection or for educational purposes:

- Option 1: The Heart Mountain Wyoming Foundation may use its discretion to dispose of the item(s) by any means, including but not limited to:
 - offer/transfer to another repository (archive, library, cultural heritage agency)
 - donate to a local school or non-profit agency (for use/sale/fundraising)
 - sold to benefit the Heart Mountain Wyoming Foundation
 - destroyed (typically reserved for unsalvageable or hazardous items only)
- Option 2: Donor/Agent will pick up or arrange for return by mail (*donor pays shipping costs*)

Section 7 (Required - sign and date)

All prospective donations will be reviewed by the HMWF Archivist and/or other designated staff prior to acceptance (accession) to our collection. I understand I will be contacted with a formal determination and if accepted, I am willing to transfer legal custody by completion of a Deed of Gift.

I certify I am the owner, heir, or authorized agent of the donor, legally entitled to make decisions regarding the item(s) offered. I release the HMWF and its representatives from all responsibility for accidental damage or loss of items while in temporary custody.

Donor or Agent Signature & Date

Please contact me to discuss a question or concern before reviewing this prospective donation.

--- End of Donor Info ---

◆-----◆
The section below is to be completed by a HMWF authorized representative

- 1) Received In-Person By Mail **AT** the Interpretive Center Other: _____
- 2) Donor Guide given Copy of completed Temporary Custody Receipt given
- 3) Staff Name _____ Initial or Signature _____ Date _____

TemporaryCustodyReceipt_2016