



Milwaukee County Historical Society Artifact Donation

The Milwaukee County Historical Society appreciates your interest in donating items to our permanent collection. It is through the generosity of donors that MCHS is able to execute its mission to collect, preserve, and make available materials relating to the history of the Milwaukee community. However, due to the high volume of donations and our already extensive collection, we ask that potential donors fill out an Artifact Donation Form before any donation can be made.

This form can be filled out in person, over the phone, by mail, or by e-mail. We ask for a complete description of the object(s), the history of the object, its relevance to Milwaukee County, a general description of its condition, and a photograph if possible. Please review our collection policies below and the fill out the form on the reverse side.

Milwaukee County Historical Society Collection Policies

The Milwaukee County Historical Society accepts donations of artifacts that are of historical significance and have a clear and demonstrated link to Milwaukee County.

We do not accept walk-in donations or donations by mail. An Artifact Donation Form must be filled out as completely as possible before any donation can be made.

Once a form has been submitted, the artifact(s) will be discussed by the Collections Committee at its quarterly meeting. The committee uses the following criteria to assess a potential donation:

- Does the object fit the mission of the Milwaukee County Historical Society
- Does the object fill gaps in the existing collection or does it duplicate items already held
- Can the museum properly care for and store the object

If the committee chooses to accept an artifact, the donor will be contacted and arrangements will be made for the artifacts to be delivered to MCHS. At this time, the donor will sign a form granting the Milwaukee County Historical Society the right to take possession of the object or dispose of it as seen fit. If an object is given to MCHS without an Artifact Donation Form, or it is not selected for the permanent collection, an attempt will be made to return the object to the donor. If the donor does not wish to have it back, MCHS has the right to use the object as it sees fit.

When an artifact is formally accessioned into the MCHS collection a deed of gift will be sent to the donor to sign and return. This deed of gift formally transfers ownership to the Milwaukee County Historical Society and accessioned items will not be returned.

There is no guarantee that an object will be put on exhibit. Only a very small percentage of the artifacts held by the Milwaukee County Historical Society are ever exhibited.

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