

**Please note the following conditions which apply to items received by the Estes Park Museum:**

1. A receipt will be issued for all artifacts offered to the Museum and conditionally accepted for addition to the collections pending review. The Museum assumes no responsibility for non-receipted artifacts left in its care and such artifacts shall be treated as loaned property under the applicable provisions of Section 38-14-101, et. seq., C.R.S.
2. The Museum may refuse a donation or any part of a donation. Criteria for selection in to the collection must be in accordance with the Museum's Collection Policy and will include relevance to the history of the area, historic value of the artifact itself, condition and completeness of the artifact, whether the artifact is a duplicate of holdings already in the collection, whether the Museum has identified a need for that type of artifact, and the size of the artifact due to finite and limited storage and exhibit space. The Museum will only accept material it can properly store, preserve and protect.
3. The donor submitting any item or material to the Museum will be notified within 60 days if items are not accepted by the Museum.
4. Artifacts receipted by the Museum but not accepted into the Museum's collections shall be deemed abandoned by the donor unless claimed within 120 days after mailing of notice of nonacceptance to the donor by certified mail with return receipt requested at the address provided on the receipt furnished.
5. The Museum will assume responsibility for the disposition of refused items not wanted by the donor and will dispose of such items in any manner it deems fit.
6. All acquisitions of the Museum by any method (including donation, purchase, bequest, or transfer) after acceptance become the property of the Town of Estes Park absolutely and without limiting conditions, to be used in the best interest of the Museum. Artifacts may be used for exhibition, study, research, loan or they may be deaccessioned.
7. Neither the Estes Park Museum nor the Town of Estes Park, nor its agents or employees shall be liable to any extent for any items or materials left with the Museum for any purpose regardless of what action was or would have been taken by the Museum (unless otherwise specified and agreed to in writing).
8. In accordance with current copyright legislation, copyright may be maintained by the original artist if the artwork was produced after 1978. However, every effort to obtain copyright or rights to reproduce will be made by the Museum.

