



Ogniwski Polish Museum Society Inc.

1417 Main Street, Winnipeg, MB., R2W 3V3
204-586-5070

Archival Records Donation Form

Thank you for your interest in the Ogniwski Polish Museum. Your donation helps us to create new and vibrant exhibits, develop lively educational programs and workshops, and protect our community's artefacts. We are committed to professional standards of storage, preservation, documentation, exhibition and interpretation of our collection. All records will be housed and cared for to the best of our abilities. **To assist us in our review, please fully describe your proposed donation by including as much information as possible about its history, creator(s), dates of creation, and any other information you would like to share.**

Contact Information

Donation number: _____

Donor Name: _____

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____ Email: _____

Phone: _____

How do you prefer to be contacted? ☐ Email ☐ Phone

Archival Records Information

1. **Provide a brief description of the records.** Include a physical description. Describe the type of records being donated, including paper documents, photographs, slides, audio cassettes, video cassettes, DVDs, audio records, etc.). Describe the extent of the material to the best of your ability (e.g., how many boxes, folders, documents, pages, audio or visual recordings, photographs, etc.). If known, provide the name(s) of the records creator(s) (individuals or organizations); the context of their creation; the dates (if known) of creation; the history of the records (i.e., people or organizations involved in handling or adding to the records at any time in their history); details on the condition of the records, and any other information you think is important.



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2. **If known, please provide more information about the records creator(s). Is there an event, organization, person, or people associated with this record or record set?** Provide details on any event(s) that the item was made for or used in; the name of the original creator, why they created it, where they lived, how and where the records were used; and/or any other relevant information.



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3. Are the records available in digital format (born-digital or digitized version of the documents)?

☐ Yes ☐ No

4. Please provide any additional information you would like to share.

5. This section allows those who donate archival records to Ogniwski Polish Museum to specify any restrictions they would like to apply to the records. These restrictions to be applied to:

☐ All records that form part of this donation.

☐ Specific records within the donation (specify which records in particular):



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Restrictions to be applied as follows:

☐ Time-based (Indicate number of years for which access to materials should be restricted): _____ years.

☐ Upon written request to the donor (*Indicate the following*):

- a) Name and contact information at which donor may be reached if different than above.
- b) Alternate instructions for access to records if contact cannot be established with donor in the event that the donor is no longer available to assess restriction request.

Other notes or instructions regarding access to archival records:

I (we), the undersigned, being the lawful owner(s) of the archival record(s) listed herein, transfer the full title to and interest in the same to the Ognio Polish Museum Society Inc. forever and agree that this transfer is an unrestricted/restricted and unconditional/conditional one and that said object(s) may be used by the Society, in accordance with the donor's wishes.

By signing this donation form I (we) affirm that I (we) have proper legal title to and the right to transfer the record(s) listed above.

In witness whereof, I (we) have executed this gift receipt in the city of Winnipeg, province of Manitoba, on this _____ day of _____, _____.

signature of donor

signature of witness

print name of donor

print name of witness



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Ognivo Polish Museum Society Inc. gratefully acknowledges receipt of the record(s) listed above, and reserve the right to retain, display, loan, or dispose of the record(s) or portions thereof as the Society may deem to be in its best interest.

In the event that the Record(s) cannot be retained by the Ognivo Polish Museum Society Inc., they are to be:

☐ Returned to Donor ☐ Transferred to the following institution:

☐ Disposed of by the Ognivo Polish Museum Society Inc. as they see fit

Signature of the donor: _____