

## Have more questions?

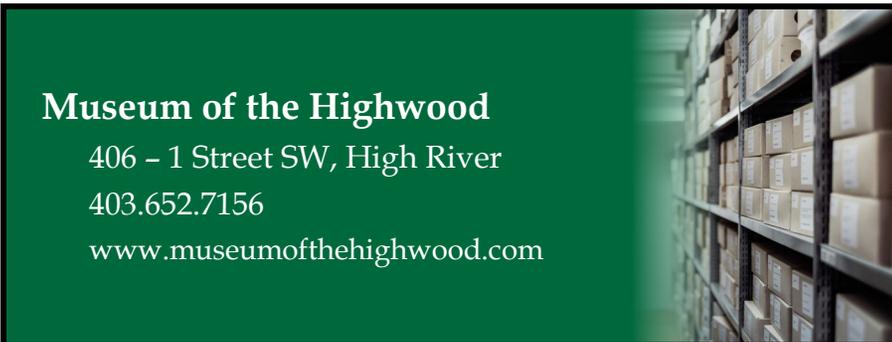
Reach out to museum staff - they'll be happy to guide you!

### We recommend you contact one of the following local museums about your donation

These institutions have the training and facilities to preserve and care for your cherished materials in a way that ensures they will be accessible to future generations.



**Okotoks Museum and Archives**  
49 Railway Street, Okotoks  
403.938.8969  
[www.okotoks.ca/your-community/amenities/cultural-heritage-facilities/museum-archives](http://www.okotoks.ca/your-community/amenities/cultural-heritage-facilities/museum-archives)



**Museum of the Highwood**  
406 - 1 Street SW, High River  
403.652.7156  
[www.museumofthehighwood.com](http://www.museumofthehighwood.com)

129 Main Street NW,  
Diamond Valley, AB  
403.933.3278  
[abdsrclibrary@marigold.ab.ca](mailto:abdsrclibrary@marigold.ab.ca)  
[sheepriverlibrary.ca](http://sheepriverlibrary.ca)



## So You Want to Donate Something...

Thank you for considering a **donation** of documents, photos, or family heirlooms to the Sheep River Library. Your desire to preserve history is deeply appreciated.



However, **the library does not have the space, equipment, or staffing to store and care** for historical artifacts or archival material. While we love local history, we are not an archive or museum.

So, what to do when you want to donate an item and a library or museum tells you NO? First, understand that the library or museum **turning away the item for their collection does not downplay its importance** to you or your family. Many cherished family heirlooms never end up in such collections

Museums and archives are specially designed to preserve your important items – with climate control, conservation tools, professional staff, and secure storage systems.



## Common Questions About Donating

### Do museums accept all donations?

Not necessarily. Each museum has a specific collection focus. For example, a museum might collect items related to agriculture but not family furniture or oil industry memorabilia. Factors like condition, duplication, and historical relevance are also considered.



### What is provenance and why does it matter?

Provenance is the item's history — who owned it, when and where it was used, and any stories attached to it. The more background information you can provide, the more valuable

the item becomes to historians and curators.

### Can I just drop off my donation?

Please don't! It's best to call ahead and speak to museum staff. They'll help determine if your item fits their collection. If it's a potential fit, you may be asked to bring it in for assessment.



## Understanding the Process

1. **Initial Contact:** Call the museum and discuss your item with the Curator or Director.
2. **Provisional Receipt:** If accepted for review, the museum issues a provisional receipt while they assess the item.
3. **Deed of Gift:** If approved, you'll be asked to sign a deed of gift, officially transferring ownership.

This process protects both you and the museum. If the item is not accepted, it will be returned or disposed of according to your wishes.

### What Happens to My Donation?

Once accepted:

- ✓ It is catalogued and stored following museum best practices.
- ✓ It is **handled only by trained staff**.
- ✓ It may be included in exhibitions, depending on fit, conservation needs, and available space.



Please note: **Not all items are displayed.** Many are preserved for research, education, or future use.