



100 Fort Street / PO Box 596, Buffalo, WY 82834

**TEMPORARY RECEIPT**

These items have been received by the Johnson County Jim Gatchell Memorial Museum on a temporary basis for one of the following purposes (please check one):

\_\_\_\_\_ Study/ID \_\_\_\_\_ Gift \_\_\_\_\_ Other (explain below)

Description of items received \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Source \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

The Museum Collections Committee reviews all items left temporarily with the museum for donation. The Committee meets approximately every two months. At that time the committee will consider whether the item(s) specified falls within the museum’s mission and can be added to its permanent collection. You will be contacted regarding the decision, and appropriate contracts drawn up for signatures. Items not accepted must be retrieved within 30 days of that notification. Unfortunately, Museum storage is extremely limited, and items left for review with the Museum indefinitely and not subsequently accessioned will be disposed of.

Remarks \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 (Signature of Source)

\_\_\_\_\_  
 (Person Receiving for Museum)

\_\_\_\_\_  
 (Date)

Collections Use Only  
 Final Action Taken      Date

Accessioned	[ ]	
Accessioned part	[ ]	
Accepted as loan	[ ]	
Returned	[ ]	

## Determining Provenance Historical Object or Archival

1. The name of the object: \_\_\_\_\_
  
2. Questions pertaining to its use:
  - How was it used? \_\_\_\_\_
  - How long was it used? \_\_\_\_\_
  - Who used it? \_\_\_\_\_
  - When was it used? \_\_\_\_\_
  - Where was it used? \_\_\_\_\_
  
3. Questions pertaining to manufacture:
  - How was it made? \_\_\_\_\_
  - Who made it? \_\_\_\_\_
  - When was it made? \_\_\_\_\_
  - Where was it made? \_\_\_\_\_
  - How long was this type of object manufactured? \_\_\_\_\_
  
4. Questions pertaining to the history of ownership:
  - Who owned it? \_\_\_\_\_
  - How did they acquire it? \_\_\_\_\_
  - How long did they own it? \_\_\_\_\_
  - If the donor is not the original owner, how was it acquired? \_\_\_\_\_  
Who else owned it? \_\_\_\_\_
  - When did they acquire it? \_\_\_\_\_
  - Where did they acquire it? \_\_\_\_\_
  
5. Is there any history of repair work, modifications or restoration work done to the object? \_\_\_\_\_
  
6. Are there any photographs of this object being used, worn, etc. by the original owner? \_\_\_\_\_
  
7. Was the object the property of the donor or used by either the donor or the donor's relative, ancestor, or friend? If used by a person in the past, such as an ancestor, establish that person's relationship to the donor (grandfather, etc.). If possible, obtain the name and dates of birth and death of the person as well. If such an individual was a "native" or a "pioneer", where did he or she come from? Where and when did he or she settle? What was his/her job occupation? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Collections Use Only

Excellent	[ ]
Good	[ ]
Poor	[ ]
Stable	[ ]
Insecure	[ ]

	Yes	No
Does the object require special care?	[ ]	[ ]
Does the object fit in existing storage?	[ ]	[ ]
Can the object be properly cared for?	[ ]	[ ]