



Donating Items to Heritage Village

Thank you for thinking of donating your item to Heritage Village! The majority of our collection comes from the generosity and foresight of people like you who want to see the history of Pinellas County preserved for future generations.

Due to our small staff and the number of items that we are offered, we ask you to **READ THIS DOCUMENT AND FOLLOW THE INSTRUCTIONS.**

Unfortunately we do not have space to store your treasures while they go through the acceptance procedure.

How do I donate an item?

To help you determine if your item is appropriate for the Heritage Village Permanent Collection, please read the following suggested guidelines for acceptance.

1. All items must relate to Pinellas County and have local historical significance. They can be items that:
 - belonged to a pioneer family, local business or organization
 - were made locally
 - are a rare or valuable item similar to one that would have been used in the era and style of the buildings defined by the Master Interpretive Plan
 - belonged to families associated with the buildings located at Heritage Village
 - are related to any historic structure at Heritage Village or are affiliated with a local landmark in Pinellas County
 - demonstrate the ethnic or cultural life of the community
 - relate to one of the four interpretive themes: Coastal Living, Community Life, Agriculture and Tourism
2. They should NOT be items from other parts of the country or items that were purchased in antique or auctions where a local connection cannot be proven.
3. Archival materials such as newspapers, photographs, family scrapbooks, year books and letters should all relate to Pinellas County.

4. With the exception of archival materials and Floridiana, items should pre-date World War II.
5. Condition of the items should be good without the need for extensive repair.

If your item meets the above criteria what do you do next?

Fill out the Potential Donor Form (available on our web site at www.pinellascounty.org/heritage) and add any corresponding documents, photos (*required*) or information you can provide about the item. The more information you give us, the better the chances of it being accepted.

Mail or E-mail the form to: Alison Giesen, Curator of Collections
Heritage Village
11909 - 125th Street North, Largo, FL 33774
heritagevillage@pinellascounty.org

NOTE: If your item is selected by the Curator, it will then be presented to the Collections Committee for further consideration and you will then be notified of its status. **This review process can take 2 to 3 months.** Heritage Village follows procedures for accepting items into permanent collections from the American Association of Museums to ensure we are the best stewards for preserving collections for the future.

What happens if my item is accepted?

At this point someone will contact you to set up a time to bring the item in and fill out a *Donor Agreement form*. Please realize that donations accepted are not guaranteed to be on exhibit. Some objects are used for research or in education programs. However, you can be sure that your treasures will take on new life as part of the growing collection of the life and history of Pinellas County.

Thank you for your support!

The mission statement of Heritage Village is to collect, preserve, and interpret the history of Pinellas County within the context of Florida history.

Other Donation Possibilities:

If your item is not accepted, please be assured that we are grateful for your offer and we hope that you will continue to consider offering other historically significant artifacts to the museum.

Please contact other local museums and historical societies to see if they might be interested in accepting your donation. For additional information feel free to contact the Curator of Collections at (727) 582-2163 or by e-mail heritagevillage@pinellascounty.org

Donations enable Heritage Village to continue to educate and preserve the history of Pinellas County for future generations. Thank you for contacting us.

Visit our website at: www.pinellascounty.org/heritage