



**BESSER MUSEUM**  
*for Northeast Michigan*  
ART • HISTORY • SCIENCE

491 Johnson St. Alpena, MI 49707 \* (989) 356-2202  
bessermuseum.org

### Temporary Custody Agreement

Name of Owner: \_\_\_\_\_ Phone (###-###-####): \_\_\_\_\_ c  
w  
h

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_  I would like to receive promotional emails (newsletters, etc.) c  
w  
h

Authorized Agent: \_\_\_\_\_ Phone (###-###-####): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_  I would like to receive promotional emails (newsletters, etc.)

Brief description of object(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Object(s) is being left for (check one):  Possible Donation  Identification  Other: \_\_\_\_\_

*Owner or agent initial one of the following in case object left for donation cannot be accepted into permanent collection*

\_\_\_\_\_ Notify [owner / authorized agent] (circle one) to retrieve object

\_\_\_\_\_ Use in educational collection, donate to other museum, or dispose of in another appropriate way

-----  
**Please provide as much information about the object(s) as possible.**

**Object(s) History:** (e.g. maker; previous owners with date range; special circumstances or significance; previous alterations with date range; additional documentation (photos of object(s) in use, letters, receipts, etc.))

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional information on attached sheet

Name of Museum Staff member accepting object(s): \_\_\_\_\_

Date of Agreement: \_\_\_\_\_ This agreement expires: \_\_\_\_\_  
or 90 days from date of agreement if left blank

*I have been given a copy of the Besser Museum for Northeast Michigan’s Temporary Custody policy, as printed on the back of this agreement, and I agree to the terms listed therein.*

\_\_\_\_\_  
Signature of [Owner / Authorized agent] (circle one)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of [Owner / Authorized agent] (circle one)

\_\_\_\_\_  
Date

Temporary Custody ID #: TC- \_\_\_\_\_ Accession #: \_\_\_\_\_ Date: \_\_\_\_\_

*For Collections Manager’s Use Only*

\*\*Make a Copy for the Owner/Agent\*\*

**Besser Museum for Northeast Michigan**  
**Temporary Custody Policy**

**Temporary Custody Agreement:** Materials left in the Museum temporarily shall be registered under a Temporary Custody Agreement. The term of this agreement will not exceed 90 days unless otherwise stipulated. This agreement must be in writing and be signed by both parties.

**No Alteration:** Materials left in temporary custody may be photographed and examined by standard professional methods by the Museum for its own purposes, but no alteration, restoration, or repair of the materials will be undertaken without written permission of the owner.

**Care for Material:** The Museum will provide the same care for materials in its temporary custody that it provides for similar materials in its permanent collections.

**No Insurance Coverage:** Materials covered by Temporary Custody Agreements will not be insured by the Museum.

**Change of Ownership:** Should a change in ownership occur, the new owner must provide satisfactory proof of legal ownership before material will be released.

**Prompt Pickup:** If the owner does not pick up material by the date stipulated in the Temporary Custody Agreement, the Museum will follow a prescribed procedure to contact the owner, request removal and then accession or dispose of the material.

**Disposal:** Materials left with Museum Staff by persons refusing to execute a Temporary Custody Agreement will be considered abandoned property and either accessioned or disposed of as the Museum deems appropriate.

**Owner Receives Policy:** The Museum will provide owners or authorized agents with a copy of this policy when executing the Temporary Custody Agreement.