



Donation Policy and Guidelines

Through the generosity of individuals and organizations, The Galveston Railroad Museum adds artifacts, books, and archival materials to its collection annually. These donations help us fulfill our mission as keepers of railroad history.

Most items received into the collection are of historic and/or archival merit and are used for the purposes of display, research, education, or preservation.

Collections Policy

Only artifacts with demonstrated authenticity, established provenance, and clear issues of title will be accepted by the Museum.

Donations may be refused due to redundancy, donation restrictions, poor condition, or non-compliance with our scope of collections.

Due to the great volume of offers we receive we cannot accept donated material through the mail or in person without prior communication with the Curator. If you have artifacts, footage, photographs, or archival material that you believe would complement the Museum's collection, please send us an email, or letter, explaining the item and its significance. Include images, and any pertinent background information. We appreciate as much detail as you can provide.

Inquiries and information are to be directed to:

**David Robertson, Executive Director
Galveston Railroad Museum
2602 Santa Fe Place
Galveston, TX 77550
david@galvestonrrmuseum.org
(409) 765-5700 Fax (409) 765-5744**



Frequently Asked Questions Regarding Donations

Will the Galveston Railroad Museum Appraise my Donation for Monetary Value?

Due to regulations and policies issued by the Internal Revenue Service, the Museum cannot provide monetary appraisals of items offered for donations or for any other purposes.

Can I take a tax deduction for my donation?

The Museum is recognized as a qualified 501 c(3) tax exempt organization and, as such, the fair market value of your donated materials are tax deductible to the extent allowed by law. To take advantage of your deduction, you must file tax form 1040 and, depending on the value of your donation, tax form 8283.

How are potential donations reviewed?

Donation offers are reviewed by the Museum staff. The staff is knowledgeable in both the scope of our existing collection, as well as various issues associated with the long-term care of artifacts. The staff uses the criteria outlined in the collections Policy as a guide and also takes into consideration the condition of the object and the availability of resources required to properly store and care for the item.

The sensitive nature of materials or ownership of copyrights may also factor in acquisition decisions.

How long does it take for the Galveston Railroad Museum to review donation offers?

It may take a few days up to two weeks depending on the amount of special events, projects, and programs the staff is already dedicated to at the time.

Can I just drop off or mail a donation?

The Museum cannot accept unsolicited donations through the mail or in person without prior written communication. If you have artifacts or documents that you believe would make a valuable addition to our collection, kindly submit your request in writing or call the museum to discuss.

Will the Galveston Railroad Museum exhibit the donated artifacts or documents?

The Museum cannot guarantee that any objects donated of its collection will be exhibited unless expressly collected for that purpose. Only a fraction of the collection is on view at any given time.

Objects from the collection are occasionally loaned to other institutions for temporary exhibits, and most artifacts and documents of the collection are made available for research purposes.

If I donate artifacts or documents to the Galveston Railroad Museum will they be returned to me at my request?

The Galveston Railroad Museum cannot return accessioned collection materials to the donor. Once the Museum accepts your donation for the collection, you will be asked to sign a Deed of Gift, which legally transfers ownership of the materials to the Museum.