



Galveston Railroad Museum

Donation Policy

Donate to the Museum

Every year, the Galveston Island Railroad Museum adds artifacts, books, and archival materials to its collections through the generosity of individuals and organizations. These donations help us fulfill our mission as keepers of railroad history.

Collections Policy

The Galveston Island Railroad Museum is pleased to collect artifacts and items related to the railroad heritage of Galveston and Texas. Most items received into the collection are of historic and/or archival merit, and are used for the purposes of display, research, or preservation.

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

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

Information for Potential Donors

Due to the great volume of offers we receive each year, 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 e-mail or letter explaining the item, its significance, and include images and any

pertinent background information. We appreciate as much detail as you can provide. Inquiries and information regarding potential donations should be directed to:

Sam Christensen, Curator
Galveston Railroad Museum
2602 Santa Fe Place
Galveston, TX 77550
sam@galvestonrrmuseum.org
Telephone: 409-765-5700
Fax: 409-765-5744

Frequently Asked Questions

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 donation (or for any other purpose).

Can I take a tax deduction for my donation?

The Museum is recognized as a qualified charitable organization. As such, the fair market value of your donated materials is generally tax deductible. 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. We also take 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 into acquisition decisions.

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

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

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 valuable additions to our collection, **we ask that you kindly submit your request in writing or call the museum prior.**

Does the Railroad Museum accept long-term loans?

The Galveston Railroad Museum does not accept long-term loans. While we do accept loan materials on a short-term basis in conjunction with exhibitions and other programs, we cannot commit our resources to the long-term storage and preservation of materials that have not been permanently accessioned into the collections.

Will the Railroad Museum exhibit the artifacts or documents in my donation?

The Museum cannot guarantee that any objects donated to 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 exhibitions, and most artifacts and documents in the collection are made available for research purposes.

If I donate artifacts or documents to the 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.