



# ARTHUR WALTER KEDDIE RAILROAD LIBRARY STANDARD OPERATING PROCEDURE

## Museum Store Donation Procedure

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*Effective Date:* 03/20/2021  
*Next Review Date:* 03/20/2026  
*Replaces:* 4/12/2017

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AWKRRL-00026

The Feather River Rail Society operates the Western Pacific Railroad Museum. Within the Museum is the Museum Store. From time to time individuals and/or groups bring donations of materials that are of donations to the FRRS that can be of historical nature, documents, tools and other objects.

The Museum Store may from time to time take in these donations and will need to follow these procedures to accept, record the receipt and handling of the donation in order to have them retained in the archives of the FRRS.

- Individuals or groups elect to donate to the FRRS.
- The Museum Store will receive the donation.
- The Museum Store will record the donation on the Donation Receipt Form. (AWKRRL Donation Receipt).
- The person(s) making the donation will fill out the donor section, then sign and date the form
- The Museum Store Staff/Volunteer/Employee will sign the donation receipt form, make a copy and give to the donor.
- The Museum Store Staff/Volunteer/Employee will place all the donation, if possible, into a box or other container for safe keeping.
- The Museum Store Staff/Volunteer/Employee will scan the donation receipt and send a copy of the scanned donation receipt to the Historical/Archive department (via email at [archives@wplives.org](mailto:archives@wplives.org))
- The Museum Store Staff/Volunteer/Employee will place the donation receipt into the storage container/box with the donation and place the container/box in the Museum Store container for safe keeping. (Appropriate location is marked in the container)
- The Historical/Archive department will receive the donation and move it to the approved storage location and record the donation in the official records.
- The Historical/Archive department will send a Thank You letter to the donor.
- The Historical/Archive department will include the donation information in any report to the Board of Directors as needed.

Should the Museum Store Staff or Volunteers have any questions on the intake of any donation, please contact the Archive Manager or Supervisor.

### References:

Arthur Walker Kidde Railroad Library Policies  
Donation Receipt

### Change Log

Date:	Action:	By:	Approved:
04/12/2017	Original		
03/20/2021	Update format	Kerry Cochran	03/30/3031 KDC