



## Centerville-Washington History Donations Policy

Thank you for thinking of Centerville-Washington History! Because we have limited space for donated items, donations are by APPOINTMENT ONLY.

Centerville-Washington History has THREE potential uses for donated items:

1. Adding to our collection
2. Selling at Antiques Village
3. Using for educational programming

(NOTE: Items for individual family genealogy files still go to the Curator for archiving.)

### Adding to the Collection

For donations to be **considered for inclusion in our museum's collection**, contact Susan Melville, Curator, at (937) 312-0040 or [susancwh@sbcglobal.net](mailto:susancwh@sbcglobal.net)

Additions to the collection are the **rarest** use for donated items!

Please consider, is the prospective collection item . . .

- significant to Centerville/Washington Township people or properties?
- suitable for exhibit, historically important, or from an event or time period that had a direct impact on our community?
- illustrative of work, recreation, or lifestyles in Centerville/Washington Township?
- in good, unaltered condition?
- something we don't already own?

If the Curator accepts an item for the collection, please make sure...

- to include any context or history you know about the item(s)
- to provide any original parts and/or manuals, if possible
- items are organized and clearly labeled

### Selling at Antiques Village

For items to be **sold at the antique mall**, contact any of our three buildings:

- Asahel Wright House: (937) 291-2223
- Walton House: (937) 433-0123
- Nutt Cottage Research Center: (937) 312-0040

All proceeds from Antiques Village sales support Centerville-Washington History.

### Using for Education

For donations to be considered for use in our **education programs**, contact Carrie Burns, Education Coordinator at (937) 291-2223 or [carriecwh@sbcglobal.net](mailto:carriecwh@sbcglobal.net)

*Centerville-Washington History is a 501(c)3 nonprofit organization. Receipts will be issued for all items received. The responsibility of assigning monetary value for items rests with the donor.*

*Board approved 5/23/2024; contact information updated 1/22/2025*