



**Morgantown  
History  
Museum**

Morgantown History Museum  
175 Kirk St, Morgantown, WV, United States, West Virginia  
304-319-1800  
morgantownwvhistory@morgantownwv.gov  
EIN: 26-0859732

**Incoming Loan Record**

for the

Morgantown History Museum Commission

-

**Morgantown History Museum**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**As owner of the property listed below, I (We) hereby loan to the Morgantown History Museum the following:**

Signature of donor(s): \_\_\_\_\_ Date: \_\_\_\_\_

Basic description of property, listed by item:  
Including any historical significance

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**More information can be provided on the second page**

**TERMS:** One year from the date of delivery or receipt of object unless otherwise stipulated. The loan is renewed annually. If the loan is not renewed, the loaned object(s) will be returned to the owner within 30 days after receipt of the loan termination request.

The Morgantown History Museum (MHM) agrees to accept on loan the above object(s) and further agrees to provide due diligence in the care, display, and security of the above listed object(s) for the duration of the losn. No modifications or conservation measures of the loaned objects will be made without written consent by the owner. MHM will promptly notify the owner of any damages to the objects while on display or in storage. MHM is not liable for catastrophic damages such as fire, flood or theft.

Accepted for the Morgantown Museum Commission – Morgantown History Museum

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_



# Object History

Morgantown History Museum

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## A little information or a lot – we’d like to learn as much as you can tell us!

The Morgantown History Museum likes to discover as much as possible about the history of the objects collected so that we can interpret them better for the public. This history includes information about the owners, users and makers, and their relationships to Morgantown. Please help us preserve the history of your object by using this form. Thank you.

Was this object made, used or found in Morgantown, WV?  Yes  No  Made  Used  Found

## Please tell us about the person or business most associated with this object:

Name \_\_\_\_\_

Address \_\_\_\_\_

Place of birth/origin \_\_\_\_\_

Year of birth/opening \_\_\_\_\_ Place of death/closing \_\_\_\_\_

Year of death/closing \_\_\_\_\_

Places of residence/business: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This person’s work, place of work and dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This person’s membership in organizations (church, etc.) or other positions or activities in the community:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your relationship to this person

\_\_\_\_\_

How did you obtain this object?

Purchase Where? \_\_\_\_\_ When? \_\_\_\_\_

Gift or inheritance From whom? \_\_\_\_\_ When? \_\_\_\_\_

Found Where? \_\_\_\_\_ When? \_\_\_\_\_

Previous owners, users and dates, if known:

If you know of any other owners or users of this object, please list them. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have (or know of) a photograph of the owner, user, maker or object that we may reproduce?

Yes  No



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### Please tell us about the object and its maker:

Maker \_\_\_\_\_

Date made \_\_\_\_\_

Maker's location \_\_\_\_\_

Other information about the maker \_\_\_\_\_

Please tell us how this object was used:

Describe what it was used for \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Place of use \_\_\_\_\_

Dates of use \_\_\_\_\_

Describe how it worked (including any unusual features)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Further information

Do you have any additional information? Any unusual stories or information about this object, the user, or the maker? Has this object been repaired, restored, or modified in any way?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who else has information about the object or its owner or maker? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have (or know of) any reference material about the object that we may reproduce?

Yes  No

\_\_\_\_\_

\_\_\_\_\_