



Falkirk Cultural Center Donation Policy

Falkirk Cultural Center
1408 Mission Ave
San Rafael, CA 94901

www.cityofsanrafael.org/falkirk

This document sets out the donation policy for the City of San Rafael's Falkirk Cultural Center. The policies outlined below allow the donation of relevant items, but do not require the City to accept donations. Acquisition of new items for the Cultural Center collections through donations will always be pursued at the discretion of City staff and after consideration of such factors as availability of space and funding to maintain the proposed donations.

Cultural Center Collection & Donation Criteria

The Falkirk Cultural Center, located in San Rafael, is a California Victorian built in 1888. The mansion is an excellent example of the Queen Anne style and has a variety of Victorian furniture donated over the years.

The collections at the Falkirk Cultural Center consist predominantly of furniture and artwork from the late 19th and early 20th centuries. The City is most interested in donations that add to this collection and that fit within the following criteria:

- Established connection to the history of the Falkirk Cultural Center and the Dollar family
- Fits with the time period and style of the property
- Doesn't duplicate objects already in collection
- Established and unquestioned provenance (proof of ownership)
- Sufficient documentation that it can be interpreted for the public
- Excellent condition and quality of construction/materials

Furthermore, in evaluating potential donations, consideration must be given to the City's ability to provide proper care and storage for any item. No item(s) will be considered as a donation if the future care and preservation needs exceed the City's resources.

Donation Process

To assess the proposed donation, donors must complete and return a Donation Questionnaire, available on the City website and in hard copy at the Falkirk Cultural Center. Photographs of the object(s) are required in order to be considered for a donation.

Once the Questionnaire is received, City staff will evaluate the donation based on the above criteria. Once City staff have completed their evaluation, they will inform the donor of whether the City is able to accept the item(s).

To accept a donation, the City must have and maintain a complete record of the donated item(s), including:

1. Date of acquisition;
2. Name and address of donor;
3. Estimated, appraised, or special value;
4. All available information connecting the item(s) to the Falkirk Cultural Center's history and purpose;
5. All other information establishing provenance.

Federal law prevents the Falkirk Cultural Center from providing appraisal values for donated items. Donors are responsible for appraisals of value prior to donation request.

Donations are fully tax deductible within IRS guidelines. The City will issue a letter of verification confirming acceptance of a donation, but monetary valuations must be issued by a professional appraiser.

Donation Terms

All donations must be outright and unconditional. The Cultural Center cannot guarantee that objects donated will be placed or remain on display, or that they will be exhibited or stored intact as a single collection. Once an item has been donated to the City of San Rafael, the City reserves the right to keep, lend, sell, or otherwise dispose of the donated material. The City cannot make exceptions to this policy. All donations to the Cultural Center's collections are irrevocable upon the physical transfer to the Falkirk Cultural Center.