**George Patterson House**

**Collections Policy**

**Operated by the**

**City of Fremont,**

**Recreation Services Division**

**Rena Kiehn, House Manager**

**Supported by the**

**Patterson House Advisory Board**

**And the**

**Collection Team Volunteers**

**and the**

**Historic Patterson House Foundation**

Draft 4.14.2024

Adopted by the Patterson House Advisory Board, November 16. 2005

Revised, 2024 – Awaiting completion and approval

Table of Contents

Fremont Patterson House Collection Policy

 Introduction & Mission Statement page 2

Scope of Archives page 3

Collection Guidelines page 4

Maintenance of Collection page 5, 6

Accessioning page 8,9,10

Use Codes page 11

De Accessioning and disposal process page 12

Loans page 13

Ethics 13

Goals & Objectives

X. Appendixes 19 - xxx

**Collection Decision tree**

House cleaning instructions (not yet written)

Disaster recovery plan (not yet written)

**Sample Forms**

* Accession forms
* Loan acceptance Form
* Outgoing Loan Form
* De-accession form

**Introduction and Mission statement**

This document is designed to provide guidance and procedures for acquisition, care, and disposal of the artifacts held by the Patterson House at Ardenwood Farm.

**The Patterson House is:**

* In conjunction with Ardenwood Historic Farm, on the National Historic Register and a California Historical Resource, 1985
* Victorian-era House Museum and a museum of the history of the Tri-Cities area
* Owned and operated by the City of Fremont

The Patterson House was built in 1857, with significant additions made in 1889, 1890 and 1915. It was occupied by the Patterson family until 1966. Each room has a defined interpretive period, either 1895 or 1915. The house is complete, and major restorations occurred in the 1980s. Some of the contents belonged to the Patterson Family and/or the house. The rest of the contents are either from the era or are reproductions.

The Patterson House Advisory Board (PHAB) which is a City of Fremont board, shall oversee the general building maintenance, restoration, interpretive function, and management of the Patterson House, and procure funds for the restoration, maintenance and management.1

1. Municipal Code, City of Fremont, Chapter 2.20, Article XIII. The George W. Patterson House Advisory Board

**Scope of Archives**

The Patterson House maintains seven archives, including furniture & household items, photographs, textiles, books, documents & letters, phonograph records, architectural elements, restoration documents and notes, and other materials.

The Patterson House archives support the operation, interpretation, maintenance, and restoration of the Patterson House and its programs. These are of value to others and are available for research. The archives are inputted into the museum software called Past Perfect.

The archive can and should function as a research library. To facilitate both access and security, a uniform checkout / use policy should be followed under the supervision of the Archivist. Researchers should contact the Archivist and discuss what items in which they are interested. A determination will be made on the appropriateness of the request. The House Manager will arrange the visit.

The Patterson House collection includes, but not limited to, the following subject areas:

* Patterson Family (including the extended family) and Patterson ranch history
* The history of Fremont, Washington Township and California, 1849 to 1964
* Patterson House, and period architectural and decorative history, including documents and architectural elements relating to the construction and restoration of the Patterson House
* 19th century Northern California agriculture and mining
* Family legal documents and heirlooms
* Family travels, including World’s Fairs and Expositions, particularly the 1915 Panama Pacific Exposition
* World Wars I and II
* Victorian-era clothing, and social practices

**Collection Guidelines**

The Patterson House collection of artifacts has been divided into seven archives. Some of the artifacts are identified as Patterson pieces, some were found in the house at the time the house became a museum, and some items are of the period.

1. House Archive
* Furniture
* Artwork
* Other three-dimensional objects
1. Textile Archive
* Patterson Family textiles
* selected donated textiles of the era, with or without provenance

C. Paper Archive

* Documents and letters from/to the Patterson Family and/or the Ardenwood Ranch
* Papers of the era that pertains to the area
* Papers pertaining to the house from building plans to repairs during the park years
* Papers that show the Park development
* Grant information and other research papers
1. Photo Archive
* Patterson photos
* Ardenwood Farm and area photos
* Travel photos
1. Book Archive
* Books owned by Patterson Family
* Books donated to the house collection
1. Hair Art Archive :
* Collection donated to the Patterson House by Susan Anderson, former docent
* Other hair art pieces and jewelry from miscellaneous donors
1. Phonograph Records:
* To be completed in the future

**Maintenance of the collection**

The maintenance of the collection is divided into two general steps: Acquisition and Accession. An item is not formally a part of the Patterson House collection until it is accepted and accessioned.

1. ACQUISTION
2. Acquisition is acquiring physical possession of an item. Collecting activities are guided by three documents:
	* Master Restoration Plan, Patterson House, Ardenwood Historic Farm, created by Page & Turnbull Inc, in September 1988
	* Patterson House Advisory Board ***Wish List***, updated annually by PHAB
	* A ***Collection Decision tree*** which is included in the appendix~~.~~
3. The following standards are used when **acquiring** items for the house:
* Accept original items associated with the Patterson Family or House
* When the original object is not available, determine what the Pattersons used via photos or other documentation, and then acquire a similar period piece.
1. **Items entering the collection**. Items may enter the collection in four different methods. Each method will have its own process. Who has the final decision? PHAB?

 1) Donation

 2) Purchase

 3) “Found in Collection”

 4) Loan

**1) Donations**

Donations may be informal, or as complicated as an extended negotiation for an offered object or collection. The item will be directed to the HPHF (501c3 non-profit organization), instead of given directly to the house. Donations to the HPHF are eligible for tax deduction but are not City of Fremont property. The HPHF will consult with the Collection Team. If the Collection Team determines that the item should enter the collection, the item is brought to the PHAB by the HPHF. If the PHAB accepts the item then the accession process can begin to migrate the item to official City of Fremont ownership.

Please note that if the item(s) is not accepted into the collection, the HPHF can dispose of the item in an appropriate fashion (donated to other historic facilities or sold to benefit the HPHF programs). It is important that this option, including the possibility of sale of items not taken into the collection is made clear to the donor. See letter in Appendix.

At the time the Patterson House Foundation takes possession of a donated item a **Receipt of Donation** will be filled out. This will be the record of the item(s), and will contain information on the donor (name, address, email address and phone number), a description of the item, and any history associated with the object. The Receipt will be signed by the donor. If the item is accepted into the collection, a copy of the signed receipt is entered into the archive recordkeeping system,-Past Perfect. A copy will be filed.

*Please note that if item is valued at over $250 there may need to be a deed of gift or other process by the House Manager and the City of Fremont. The donor assesses the value of the gift not the Foundation.*

**2) Purchases**

Purchases are by definition more carefully chosen. Purchases are guided by the PHAB generated***Wish List****.* At the time the item is purchased, *a* ***receipt*** is completed, and copies of any purchase receipts or other documentation are attached. In this case the receipt of donation is used only to document the item, and not to transfer ownership. The item is then accessed into the collection by the established practice.

**3) “Found in Collection”**

The Patterson House collection, while generally well documented, contains a significant number of un-cataloged items. These may be either “informal” donations, items which were not cataloged at the time of acquisition, or items found within the house (for example stored in the attic by the family and forgotten.)

These items may be identified by either staff/docents during a collection audit. Generally un-cataloged items are initially identified because of the lack of a marked accession number or no information.

If no record of the item can be found in the collection records, the item will be accessed or disposed according to the Collection Decision Tree.

**4) Loans**

As a historic museum and a member of the preservation community, the Patterson House recognizes the necessity and desirability of lending objects, documents, and materials from its collection to other institutions and individuals, and of being able to borrow similar materials from outside sources.

In recognition of the significant collection within the Patterson House collections, we have chosen to treat loans as part of the separate group within the collection. These items are cataloged, marked and cared for all the other artifacts in the Patterson House.

Normally long-term loans are discouraged, but in the case of the Patterson House, a significant portion of the Patterson House collection is on long term loan from the Mission Peak Historic Foundation. The bulk of this material was donated to the MPHF by Sally Patterson in 1974 with the condition, that “It be returned to the Patterson House when it becomes a museum”2.

Each loan will be subject to a written agreement between the two parties. Once each year, a letter will be sent to the owner of the items acknowledging the loan.

Rena’s Note: The “loan” items mentioned here can also be identified and officially transferred to the Patterson House collection – there is no need to continue loaning said items from MPHF. This is in adherence to the desire of Sally Patterson.

Loans will be reported to the Patterson House Advisory Board, but will not require the approval of the board (except for Special Collection items).

2) Letter of Agreement between Dr. Fisher, Sally Patterson Adams, and Mission Peak Heritage Foundation.

**Loans from Patterson House to other organizations:**

Loans may be made to other groups or institutions or on occasion, individuals, if the public purpose of the museum is furthered by the loan. As appropriate, the PHAB will act on loan requests. Requests will be evaluated according to the following criteria:

1. Conditions under which the item will be used and stored.
2. Conditions, like the length of the loan, may be negotiated. We recognize that loans to other groups within the Ardenwood Historic Farm community may be less formal, since the items will remain at the farm, under our inspection, but out of the house.
3. Loans shall be documented in Past Perfect.

**Loans to Patterson House from other organizations:**

1. The criteria for accepting loans will be the same as those for accepting items into the collection.
2. Objects, documents, and materials on loan to the Patterson House will be administered and maintained with a level of careequal to or better than that given the Patterson House's own collection*.*
3. Materials on loan to the Patterson House will be available for use in exhibits, operation, or research purposes unless otherwise restricted by the loan agreement.
4. Unless insured, items loaned to the Patterson House are accepted by the Patterson House at the owner's risk.
5. Termination of the loan, unless otherwise specified in the loan agreement loan may be terminated by either party on 30 days’ notice.

**ACCESSIONING**

1. Any new items either donated or purchased will be first evaluated by the Collections team for its appropriateness for the Patterson House Permanent Collection (maintained by the City of Fremont Community Services Department).
	1. If the item matches the criteria then the item and information will be forwarded to the Patterson House Historic Foundation.
	2. The Foundation will present the info to the Patterson House Advisory Board for its review.
	3. If the item is accepted, the Collections Team will be notified and the Accession Process completed.
	4. If the Foundation and Collections team decides that the item is not appropriate, the donor will be consulted (see letter in appendix).
		1. If the donor agrees that the item can be donated to a different historic organization, the collection team will make contact.
		2. The Foundation will send the appropriate letter to the donor with a copy saved for the House Collection records.
2. These new, historic materials will be preserved, inventoried, and accessioned. The process of accessioning an item into its archive will include:
	1. Assigning a unique accession number
	2. Creating a description page and attaching a photo
	3. Entering information into PastPerfect database
		1. Note: PastPerfect database is backed up onto an external drive which is not kept at the Patterson House. The hard copy of the description page is stored in the appropriate archive binder.
3. Patterson House artifacts are on display or stored in various archive areas
4. It is the responsibility of the Patterson House Manager to see that the collection information is maintained and updated. The House Manager can provide a current copy to the Advisory Board or City of Fremont on request. Periodically, the PHAB and the House Manager should conduct inventories of portions of the collection itself, reconciling the physical collection with the list.
5. A portion of the archives is especially fragile and/or valuable. These items will be treated to the same inventory controls as other items. These items will rarely be on display and access will be controlled.
6. **The House Archive Accessioning Process:**
7. Each item is accessioned with a number written on the item, except when not possible
8. The number is a 3-4 part Archive Accession
9. First number is the year that the item was inventoried into the house collection
10. Second number is the number for the donor- see attachment
11. Third number is the number for the collection that was given by each donor
12. Fourth number is the number for the room location
13. The items are listed in the Past Perfect Museum system
14. **The Textile Archive Accessioning Process:**
15. The textile is examined; a description form is made out as complete as possible. Photos are taken to show the item and condition. (See example of the description form at the end of this document.)
16. The textile’s unique accession number is determined using the following:
17. “T” indicates textile archive
18. The year the textile is accessed,
19. The identity of the donor
20. The next available number of that donor’s donation

Example: T 2024.10.6. Each number is separated by a period. In this case the piece is accessioned in 2024, was donated by donor number 10, and 6 is the number of the donation

1. A tag is attached to the piece in museum-approved way. Usually a woven tag with the accession number in archival ink sewn to the textile in 3 stitches at each end.
2. The textile’s name, accession number, the archival storage box number, donor and any notes are entered into the Textile Inventory List.
3. The Description Form is included in the “Inventory by Box” folder under the appropriate Box number folder.
4. Photos are included in the “Inventory by Box” folder in its box number folder with the Description Form.
5. The textile is packed in proper museum tissue in the archival storage box.
6. The archival storage box is stored with the other textile archive boxes in the textile or Henry’s closet, or the Primary Bedroom closet.
7. Hard copies of the description and photos are added at the end of the Textile Inventory Binder located with the textile archival boxes.
8. In addition the textiles are entered into PastPerfect, including a description, accession number, photos and other appropriate information.
9. Note: To start the search for a textile, please consult “**Textile Archive Inventory** ”
* Date of last entry
* Each artifact name
* It’s 3-4 part Archive Accession Number
* The Storage Box number or location it is kept in
* The donor name
* Notes: Additionally on the side and bottom of document is a list of the donors and their number
* Then to view the description and photos of the particular item, secondly go to the appropriate binder or the word document-Textile Inventory by box. There is a
* A folder for each textile archive box and the Primary Bedroom Closet .
* A folder for each textile titled with its accession number in their box folder
* A word document with the description page
* One or several pages of photos of the textile with the accession number,
1. **The Paper Archive Accessioning Process:**
2. Document archived with accession number written in pencil
3. The Excel document “Paper Archive Inventory” with latest date included created
4. Documents stored in the numbered archival storage boxes
5. Boxed are stored in the archive closet and the large document storage drawers in the docent room
6. **The Photo Artifacts Accessioning Process:**
7. The Photo Archive Boxes are filed by number; the larger corresponding boxes are for large photos that do not fit in the smaller boxes.
	* 1. The Photo Inventory is set up under categories (George, Clara, etc.)
8. Determine the category the photo falls under in the Photo Archives Inventory.
9. In the Photo Inventory, create a new row at the end of the category, determine the Accession # and add the photo information into the Photo Inventory.
10. Write the Accession number on the edge of the photograph in pencil, though if the photo paper does not accept pencil without pressing hard, use non-smearing ink.
11. The photo should be enclosed in a sleeve if it is an original or a copy of an original photo not available for the PH photo archive.
12. File the photo in the Photo Archive according to its number. If the photo is too large for its smaller box, it is filed in the larger corresponding box.
13. The photo and information will be entered into PastPerfect
14. **The Book Archives Accessioning Process:**
15. Each item is accessioned with a number pencil-written on some donated items.
16. Photos are taken of identifying numbers or family signatures/notes found on inside cover or pages. Clippings or other items may also be documented at the time of accessioning.
17. Each book is assigned a 4 part Archive Accession number used as a unique Object ID in PastPerfect.
	* The “B” indicates book archive
	* The year the book is accessioned, donated or recorded in the database
	* The identity of the donor
	* The next available number of that donor’s donation
	* Each piece of information separated by a period. Example: B.2024.10.6. In this case the book (Prefix of B.) is accessed in 2024, was donated by donor number 10, and is the 6th donation from this donor.
18. Book information documented in the database includes
	* Title
	* Author
	* Date published
	* Storage location
	* Photos, as available
	* Patterson Family name (book owner)
19. A plan for managing access to the books will be developed.
20. **The Hair Art Archive Accessioning Process:**
21. TBD
22. The Hair Art is stored in Henry’s closet

**Use Standards**

There are three standards for artifact use care, each carrying use restrictions. Each artifact will be assigned a care and use standard. Those standards are:

**Special Collection.** These are items which have special historical significance either to the family or to local history, or are exceptional examples of design, or because of their deteriorated or fragile condition require special care and limited use. In PastPerfect there is a section to identify these objects. These items are only to be viewed under direct supervision of the House Manager or Archivist.

 Need to ck pp designations

**General Collection**. These are the core collection items. These items may have a connection to the Patterson Family, or to local history, or are significant examples of period design and as such contribute significantly to the house. These items must be respected for their historic value. They must not be exposed to consumptive use.

**Display, props or replica artifacts**. These items are not unique and can be replaced at a reasonable cost. They may be used without regard to their historic value and may be exposed to reasonable consumptive use. Items in this category include kitchen tools or toys available to be used in demonstrations. These items are not a part of the museum collection, but **may** be marked with either a catalog number, or “Prop” to allow them to be identified, and inventoried. They are not subject to the accession, de-accession or loan rules.

**ACCESS**

The archives can and should function as a research library. To facilitate both access and security, a uniform checkout policy and use policy should be followed under the supervision of the archivist and the house manager. Researchers are welcome to contact the archivist or the house manager to arrange a visit.

**De-accessioning and Disposal Process**

From time to time, it is appropriate to remove items from the collection due to changing goals, because a better piece has been added to the collection, or simply due to housekeeping, (i.e. removing items which never should have been in the collection or documenting an item lost or destroyed).

**De-Accesioning**

1. Potential item identified by volunteer, collection committee, or staff.
* Fill out a Collection De-accessioning form (attached)
1. Document Artifact (The following must be located and copied)

• Description sheet

• Entry in PastPerfect

1. Proposal is reviewed by the House Manager for recommendation using the Collections Decision Tree.
2. Item and Collection De-accessioning form along with any supporting documents are presented to the PHAB for recommendation.
3. Based on PHAB recommendation, staff changes status of the item.
4. If recommendation calls for item disposal, staff will contact original donor if applicable, and discuss with them the pending action (due to IRS rules, we cannot return an item).

**Disposal**

The goal is for items for disposed of within 6 months.

* Option a: If an item has historic value, then it will first be offered to other appropriate museums.
* Option b: If an item does not have historic value, but does have monetary value, it will be disposed of in accordance with City of Fremont policy for surplus property.
* The description sheet, Excel spreadsheet and PastPerfect will be updated to show the items new status.

**Ethics**

As a government-operated educational and cultural institution, the house museum must adhere to the highest professional ethical standards in the fields of history and museum management.

1. Staff, Advisory board members, or volunteers are prohibited from using any collection object for purposes other than for official activities of the museum.
2. The museum's collection should be used and represented objectively and honestly, in accordance with the best available scholarship and historical accuracy.
3. No staff member or participating volunteer may compete with the museum in any personal collecting activity.
	1. The museum shall have the right to acquire any item purchased or collected by the staff at the price paid by the staff member, if the item falls within the museum's collecting criteria.
	2. Objects acquired through bequests or as personal gifts are exempt from the museum's "right to acquire."
	3. In cases of disagreement over these provisions, the PHAB decision shall be final.
4. No staff member or volunteer may use his or her affiliation to promote personal collecting activities.
5. Collection documentation, including all interpretive material, is the property of the Patterson House if it was gathered during the course of Patterson House activities.
6. When considering an item for possible disposal, the staff and the Foundation Board of Directors or Advisory Board (depending on who is responsible for the item) must deliberate openly and objectively on the impact of the decision on both the item and the museum and its constituencies. At no time should such an action place a rare or historically significant item in jeopardy.
7. Any proceeds received from the disposal of a collection item must be reserved for the benefit of the collection (this may be at odds with City regulations regarding the disposal of city property, if so, the City of Fremont regulation will prevail)
8. When referring someone to an outside supplier of services, a list of at least two qualified sources should be provided so no appearance of favoritism is created.

**Appendix**

Description Sheet

The following information is to be listed on the description sheet:

1. Object Name (high level name, not formally defined)
2. Accession # assigned
3. Period (not defined, not always used)
4. Value (unevenly used)
5. Material (fabric, porcelain, glass, wood, etc.
6. Dimensions (not consistently used, but needs to be included)
7. Description (narrative description)
8. History (known history, not required if no facts available)
9. Photo:
10. Received from (donor, seller, or loaner)
11. Remarks (misc., docent, relationship to Patterson family, condition, etc.)
12. How Acquired (donation, purchase, loaned, found in collection)
13. Location (where stored or displayed,
14. Cataloged by
15. Date that item is cataloged
16. Photo of item
17. Address… (donor’s full address, should be full address)
18. Use Code (new field, based on Collection decision tree)
19. Manner of disposal (rarely used, could be “Returned to owner”, “removed from collection” or “could not locate (date)” )
20. Date (of disposal)
21. Additionally, any supporting information, including Collection Deposit Receipt,deed of gift, purchase receipt should be attached

**Marking an artifact.**

There are several options for marking

 Common method

1. in a discrete location, first paint on a small patch of white (either common “white out” or an archival white paint such as “B-72”
2. Mark the catalog number in black ink
3. Coat with a clear sealer such as clear nail polish

Alternately

1. Mark catalog number on paper tag
2. Attach to object

 For textiles

1. Mark catalog number on cotton web
2. Sew on to textile

**Donation Receipt**

Donation Receipt Patterson House

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

Donor’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Item (s):

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

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

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

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

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

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

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

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

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

(add more pages if needed, attach photos if available)

This item(s) are a donation. The items will be reviewed by the Collections Committee and if appropriate will be also reviewed by the Patterson House Advisory Board.

Donor signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the Patterson House

**Wish List -Patterson House Advisory Board 6/27/2024**

Compiled with input from docents, staff and others. Not in priority order.

1. Fix both victrolas
2. Piano- tune and clean
3. Repair/replace blinds in library, sink and toilet areas downstairs
4. New drapes for Henry’s room
5. Dry clean/vacuum drapes throughout the house
6. Paint inner upstairs hallway
7. Repair/replace wallpaper in grand staircase
8. Inspect/clean/ maybe repair stained glass windows
9. Install dead bolt on side porch door
10. More national register sign to a more visable location at kiosk area
11. Photo/painting of house at kiosk
12. Remove unused heater in the docent room
13. Remove unused sink in the nanny’s closet and the closet upstairs with the tub; old plumbing can leak, storage space.
14. Rekey lock for the archive closet
15. New wall sconces in the guest bedroom

The City of Fremont Recreation Services Division & the Historic Patterson House Foundation at Ardenwood Historic Farm wishes to thank you for the generous donation of the following (listed below). The following information indicates the Patterson House & City of Fremont’s ability to accept a donation and yours to claim it as a tax deduction. Please check with your tax accountant for further information.

Thank you for your generosity!

Sincerely,

Rena Kiehn Laura Calvillo

Patterson House Manager, Ardenwood Historic Farm President

Recreation Supervisor II, City of Fremont Recreation Services Division Historic Patterson House Foundation

rkiehn@fremont.gov (510) 494-4365 Information Line (510) 791-4196

=============================================================================

**Donation Form- there are 3 types of donation**

1. Cash / Check / other negotiable funds Amount $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Donation of goods for use/ Sale/ fundraising/ other (Attach receipt if available)

Description of Item(s) donated

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

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

Use additional sheets to list all items (if necessary).

Number of attached pages \_\_\_\_\_\_

1. Donation of artifacts for museum archive (Attach receipt if available)

Description of Item(s) donated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Use additional sheets to list all items (if necessary).

Number of attached pages \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donor Signature/ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received by / Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PATTERSON HOUSE OBJECTS LISTED ARE RECEIVED UNDER THE FOLLOWING CONDITIONS:

1. The Patterson House at Ardenwood Historic Farm / City of Fremont will consider the objects in this receipt as an unrestricted gift offer without limiting conditions to be used in any manner which is deemed to be in the interest of the Patterson House. This may include offering specific items to other historic house museums or selling the item.
2. Acceptance of this gift does not imply that it will be on permanent display by the Patterson House.
3. Attributions, dates and other information shown on the face of this receipt are as given by the donor unless otherwise specified. Any valuations of prices shown are those stated by the donor unless otherwise specified.
4. The City of Fremont it not a 501c (3) organization. However, according to the City’s legal attorney, under the Internal Revenue Code, Section 170 8 (1) AA State, a possession of the United States or any political subdivision of any of the foregoing, or the United States for the District of Columbia, may accept a donation but only if the contribution or the gift s made exclusively for public purposes.
5. Pursuant to the foregoing, the City can accept and solicit grant money from a foundation, organization or individual and it can be considered tax deductible. The City of Fremont’s tax I.D. number is #946-027-361.

**PATTERSON HOUSE TEXTILE ARCHIVES**

ARTIFACT: ARCHIVE #

ARTIFACT DATED:

DESCRIPTION:

CONDITION:

DONATED BY:

DATE:

**Collection Decision tree**



|  |  |  |  |
| --- | --- | --- | --- |
| **OBJECT:** | **GW PATTERSON HOUSE ARDENWOOD FARM** |  | **ACCESSION #** |
|  |  |
|  |  |
| **PERIOD:** | **VALUE:** | **MATERIAL** | **DIMENSIONS** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **DESCRIPTION:** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **HISTORY:**  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Remarks:** |   |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **LOCATION:** |  | **IDENTIFIED BY:** | **DATE:** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | **MANNER OF DISPOSAL:** | **DATE:** |
|  |  |  |  |
|  |  |  |  |