

COLLECTION POLICY

Cadillac & LaSalle Club Museum & Research Center

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1. Annual Review of the Collection

The collection will be reviewed by the Collections Committee on an annual basis, usually in conjunction with the CLCMRC Fall Festival. This event is usually scheduled for the 4th weekend in September, but this review may be conducted at such other time established by the Committee. It will also include review of materials that are on display or stored at museum facilities such as the CLCMRC Research & Reading Room in Dexter, MI, and any storage facilities leased by the CLCMRC.

The review will consist of:

- A) A visual inspection of vehicles in the collection making a written record of any repairs and or restoration work required.
- B) A review of the status of certified appraisals of the CLCMRC vehicles and making note of when new appraisals will be required.
- C) A review of new materials that have been received since the last annual review.
- D) A review of known, yet to be received, bequeaths, that may impact the size, space, or financial resources of the museum facilities.
- E) Updating the list of vehicles or items that the CLCMRC should acquire to present the entire Cadillac story.

The Committee will submit a report of the Annual Review to the Board via the President.

2. Lists of desired vehicles and vehicles to be de-accessioned

2.1 The CLCMRC desires vehicles that are well restored, suitable for display as received, or low-mileage or otherwise well-preserved original vehicles. Generally, convertibles, top-of-the line models or coupes are preferable. However, some sedans are also important to typify the range of body styles produced. The list of those desired vehicles not currently owned by the CLCMRC should be made public from time to time to encourage desired donations.

2.2 The desired vehicles include:

1927 LaSalle, preferably a roadster as seen in photos with Harley Earl

Priority 1

1930-1931 Cadillac V-16 (First series)

Priority 2

1953 Cadillac Eldorado

Priority 3

2.3 List of vehicles de-accessioned

1967 Cadillac Sedan Deville

1979 Cadillac Fleetwood

1941 Cadillac Sixty Special

2007 Cadillac DTS

3. Procedure for accepting donated vehicles

The Collections Committee will maintain and update a written procedure of requirements for accepting a donation of vehicles to the CLCMRC. (A copy of the current "Procedure for Donating a Vehicle to a 501(c)(3) Organization" is included in Appendix A to this Policy). The procedure document will be provided to anyone desiring to donate a vehicle to the CLCMRC. It shall include, but not be limited to, requirements for: appraisal, inspection, desirability, shipping, limited perpetuity, documentation, and an example of codicils for willing. (A copy of IRS FORM 8283 which requires CLCMRC acknowledgement is included in Appendix B to this Policy).

While it is the policy of the CLCMRC not to refuse any donations, the donation must be a fiscally responsible acquisition. The Collections Committee can accept any donated vehicle that satisfies the following criteria:

- long term (at least three year) storage and insurance costs of any vehicle valued over \$5,000 must not increase budgeted storage costs.,
- the vehicle will be in a ready-to-display condition (showroom detailing is expected),
- the vehicle will not require any major repairs or restoration,
- the vehicle is on the list of desired automobiles in this Policy,
- the vehicle is significant to the history of Cadillac, and
- it does not duplicate other vehicles already in the collection.

Other proposed donations may be accepted with the approval of the President, of the Executive Committee, or the Board of Directors as provided for in the Bylaws or other CLCMRC policies.

4. Procedure for accepting donated literature, parts, toys and miscellaneous items

The Collections Committee may accept the donations of any literature, parts, toys miscellaneous items that can be placed in the museum building, the research archive facility, or existing storage facilities.

The Committee will maintain and update, as needed, a receipt system for acknowledging receiving literature, photos, art, artifacts, toys, and parts donated to the CLCMRC. This receipt will meet the requirements of IRS form T-24 and include a listing of those items donated, the donor's name and address, and the date received. A copy of this receipt will be given to the donor and the original will be kept in the records of the CLCMRC. (A copy of the Form T-24 is included in Appendix C to this Policy).

5. Procedure for the de-accessioning vehicles, artifacts, literature, parts, toys and miscellany

The Collections Committee will from time to time decide items in the collection that qualify for de-accessioning because it was determined that such items are no longer necessary for CLCMRC purposes. All such de-accessioning of cars, literature, or parts will be by open sale to the public either by auction or by being pre-priced and advertised

available at open sales such as legitimate public markets, swap meets, or car related events or by advertising in publications or on Internet available markets. The name of each purchaser and the amount paid will be recorded and kept in the CLCMRC records.

Literature can be de-accessioned where at least two copies in the collection are in better condition than the item.

Artifacts can be de-accessioned that duplicate those in the collection and are in poorer condition

Parts can be de-accessioned that are no longer needed for restoration of any vehicles in the collection.

Vehicles can be de-accessioned that:

- were valued at more than \$5000 at the time of donation and they have been held by the CLCMRC for at least three years prior to the de-accessioning date or
- were donated for the express purpose of being sold at public auction or raffled for the benefit of the CLCMRC.