

Donation Assessment Form B



FOR MUSEUM USE ONLY	
Accepted – Collection <input type="checkbox"/>	Education <input type="checkbox"/>
Reference <input type="checkbox"/>	Not Accepted <input type="checkbox"/>
Date Catalogued: (m/d/y)	
Acc #:	

Thank you for your efforts and consideration in donating to the Government House Museum. Upon review of this form a Government House staff member will contact you as soon as possible. Only those items selected should be sent by mail or brought to the museum in person. Any artifacts or documents that you believe would complement our collection, please tell us about them. To assist us in our review, please fully describe your proposed donation by including information about its size, condition, content and historical significance. *Denotes mandatory field

If you have not already done so, please review the Government House collecting scope found below.

Contact/Source Name*			
Contact Email			
Phone Number*		Date *	
Mailing Address		Postal Code*	
Street*		Province*	
City/Town*		Tax receipt requested*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of item(s) being offered*: 			

Please note that items must be donated to the Government House Museum outright. Government House Museum does not accept loans and does not purchase collections. In rare cases, items provided to the Government House Museum may be loaned for temporary exhibits.

Donor Signature*	Staff contact initials
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Should tax receipt be requested, the donor accepts responsibility to pay for the valuation of a collection. Once the dollar value has been determined, a tax receipt can be provided.

Donor Signature*	Staff contact initials
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PLEASE SUBMIT A PICTURE OF THE ARTIFACT

If possible, please attach 1 or more images of the item(s) you hope to donate to the Museum. Images that capture key features or document the condition of the item(s) help the curatorial staff evaluate donation offers.

Photo sent/ enclosed
<input type="checkbox"/> <input type="checkbox"/>

Collecting Scope: Government House Museum will consider only those items that are compelling enough to warrant further study, and will accept only those items determined significant to Government House history. The Government House collection is comprised of objects original to the house in 1898-1910, along with period pieces and items directly related to past Lieutenant Governors.

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Description of Materials

What is it? (Please be as specific as possible, include names, dates, physical description and any other information you can see by examining the material)
How did it come to be in your possession?
What is its historical significance? (Who made it? Who did it belong to? When did it come into being? How was it used?)
Is there a story connected to it?
How big is it? (Please provide measured or estimated dimensions HxWxD)
What is its condition? (Is it damaged? Is it stained?)

Copy 1 to Master File

Copy 2 with object

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Criteria		Yes	No
1	Is donor legal owner of the artifact?	<input type="checkbox"/>	<input type="checkbox"/>
a	Is the provenance of the artifact satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>
b	Has the artifact been obtained in a legal and ethical manner?	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the artifact being offered without restrictions?	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the artifact consistent with the collection policy of the Museum?	<input type="checkbox"/>	<input type="checkbox"/>
4	Do we have adequate storage or exhibition facilities to accommodate the artifact?	<input type="checkbox"/>	<input type="checkbox"/>
5	Does the physical nature of the artifact lend itself to exhibition and/or storage?	<input type="checkbox"/>	<input type="checkbox"/>
6	Can the artifacts be adequately interpreted to be useful in an exhibit or can the artifact be of use in interpretive public programs?	<input type="checkbox"/>	<input type="checkbox"/>
7	Are there the same or similar artifacts in the collection? If no, skip to question 8	<input type="checkbox"/>	<input type="checkbox"/>
a	Is a duplication useful?	<input type="checkbox"/>	<input type="checkbox"/>
b	Is the artifact of superior quality or significance to others in the collection?	<input type="checkbox"/>	<input type="checkbox"/>
c	Are the responses to both a and b no?	<input type="checkbox"/>	<input type="checkbox"/>
8	Is the artifact in acceptable physical condition? If no,	<input type="checkbox"/>	<input type="checkbox"/>
a	is the information value worth the cost of conservation?	<input type="checkbox"/>	<input type="checkbox"/>
b	are similar items in superior condition readily available at reasonable cost	<input type="checkbox"/>	<input type="checkbox"/>
9	Is the artifact or group of artifacts of such significance and/or monetary value that it merits special consideration by the Director and/or Board of Advisors?	<input type="checkbox"/>	<input type="checkbox"/>
ANY ANSWER FALLING IN A SHADED BOX DISQUALIFIES AN ITEM			

ACCEPTED-----

The item(s) listed above are accepted by the Government House Museum for the following purpose:

- | | |
|--|--|
| <input type="checkbox"/> Permanent Collection. | <input type="checkbox"/> For possible loan for exhibit purposes. |
| <input type="checkbox"/> Education Collection | <input type="checkbox"/> For other. Please specify: |

_____ <i>Signed on behalf of GH</i>	_____ <i>Title</i>	_____ <i>Date(d/m/y)</i>
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NOT ACCEPTED-----

Donor contacted by: _____ Date(d/m/y): _____

Disposition of not accepted item(s):

- | | |
|---|--|
| <input type="checkbox"/> Museum to dispose of. | <input type="checkbox"/> Source will pick up, (d/m/y): _____ |
| <input type="checkbox"/> Other. Please specify: | |

Signed for pickup: _____
Signature of GH rep: _____