

## DONATION OF OBJECT FORM

WE ARE OFTEN OFFERED DONATIONS IN THE FORM OF OBJECTS FOR INCLUSION IN THE SCHOOLHOUSE MUSEUM'S COLLECTION OF HISTORIC ITEMS. THE SCHOOLHOUSE MUSEUM CANNOT ACCEPT UNSOLICITED DONATIONS WITHOUT FIRST EVALUATING THE OBJECT'S HISTORIC SIGNIFICANCE, CONDITION, AND OWNERSHIP. IN ORDER TO HAVE YOUR DONATION EVALUATED, PLEASE COMPLETE THIS FORM.

### DONATE AN OBJECT

#### INFORMATION FOR DONORS

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Thank you for your interest in donating an object to the Schoolhouse Museum. The Museum cannot accept unsolicited donations without first evaluating the object's historical significance, condition, and ownership.

Please complete the Donation Evaluation form below and return to The Schoolhouse Museum by mail (P.O. Box 113, Smithfield, VA 23431) or email (theschoolhousemuseum@verizon.net). A board member will respond to your request within 10 business days, using the contact information provided.

Unfortunately, the Schoolhouse Museum cannot accept every object offered for donation. Before you submit the form, ask these questions about your artifact:

- 1) Does the object relate to the educational and cultural goals of the Schoolhouse Museum or the surrounding area?
- 2) Is the object intact, or does it have pieces that are falling apart/missing?
- 3) Do you own the object you wish to donate?
- 4) Is this object related to the elementary grades in IOW County between 1871-1962?

If you can answer "yes" to most or all of these questions, the Schoolhouse Museum may be able to accept your donation.

#### DONATION EVALUATION

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Name \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Preferred Method of Contact: \_\_\_\_\_ Phone \_\_\_\_\_ Email

I would like to donate an:

\_\_\_ Object(s)

\_\_\_ Archival Document (including books, diaries, newspapers, flyers, postcards, advertisements, catalogs, pamphlets, scrapbooks, etc.)

\_\_\_ Photograph(s)

\_\_\_ Painting(s) or Sculpture(s)

\_\_\_ Other Object(s)

Please describe briefly the object/document/photograph/painting you wish to donate.

To the best of your knowledge, the object/document/photograph/ painting:

\_\_\_\_\_ Is intact, and contains all known parts/pieces.

\_\_\_\_\_ Is intact, but has parts/pieces missing parts/pieces. (If yes, please specify.)

\_\_\_\_\_ Is not intact.