

## **ARTIFACT DONATION PROCESS**

Donating your artifact to the Baltimore Museum of Industry involves several steps. Should we choose not to accept your donation at any point in this process, we will return your artifact to you, unless otherwise instructed, and may be able to help you find another appropriate repository.

- Please email as much information about your gift offer to the department along with photographs and your contact information. Staff may request more information. Please use the “Artifact Provenance” list below to guide you.
- Most gift offers can be reviewed and accepted/declined by the Staff Collections committee; some may need review by the Board Collections committee. If your items are approved for consideration, a temporary receipt for the artifacts will be issued to you upon arrival of the artifacts to the museum. While your artifacts are in our hands, we will take the utmost care of them.
- A gift offer referred to the Board committee is a more lengthy process; this committee only meets quarterly.
- Donations to the Teaching Collection require approval of the education department, but do not require committee approval.
- Upon approval, a Gift Agreement—which is the document that transfers legal ownership of the artifact from you to us—will be executed. Once we receive the signed Gift Agreement, your artifact becomes part of our collection, and is officially incorporated into our programs, exhibits, research center, storage, and activities accordingly.

### **Credit line and restrictions**

You may specify a “credit line” on the Gift Agreement that will become part of the exhibit label should your donation be exhibited. If not otherwise specified, the credit line for your donation will read “Gift of [your name].” You may also request that your gift be anonymous; if so, you will not be identified to the public. In order for your gift to be legal and the donor recognized, we must have on file a signed Gift Agreement with your contact information.

According to museum policy, we do not accept gifts with restrictions. Any indications of limitations or restrictions to the gift offer must be discussed and agreed to by both parties prior to signing the Gift Agreement.

The gift agreement reads as follows:

*I am the legal owner of the personal property described below and desire to give said personal property to the Museum. I do hereby irrevocably and unconditionally give and transfer to the Museum all right, title, and interest, including all copyright, trademark, and related interests, in and to the following described property. During processing, materials found that are not within the mission and collection policy will not be accepted and will be disposed of according to donor instructions spelled out in the Temporary Custody Receipt or, in the absence of such instructions, as the Collections Department sees fit. Such conditions would be for materials found in extremely poor physical condition; restricted or private information; or a*

*preponderance of published items, duplicative materials, or obsolete formats. These donations will be subject to disposal or used for research, prop or education collection unless otherwise instructed by donor.*

Please note that:

- Restrictions may not be placed by donors or their heirs subsequent to signing a Gift Agreement or other legal gift document.
- Restrictions cannot be placed on donations to the Teaching Collection.
- We cannot guarantee that any artifact or group of artifacts will be exhibited or actively researched, cannot guarantee placement of any artifact on permanent exhibit, and cannot loan artifacts back to donors or their families.

### Artifact provenance

Solid provenance is the most important criteria for accepting gift offers. We are interested in the history of the artifact and how it relates to the donor. To fully interpret artifacts, we need to glean as much information about them as possible. Answers to the following prompts will provide information about provenance and whether your gift offer fits within our collecting parameters.

For us to consider your gift offer, please provide the following information along with digital photographs of the gift offer in an email:

- Name of artifact
- Date/Age of artifact
- Overall size (H" x W" x D")
- Maker, marks, model number, serial number, or labels present?
- Is/was the maker of your artifact based in or operating in Maryland?
- Who was the original owner (name and relationship to you, if any)?
  - Dates of original owner? (DOB – DOD)
  - When and where did they acquire it?
- Was the artifact used in your business or a Maryland-based industry? If yes, provide details.
- When did you acquire it?
  - How and where did you acquire it?
- How was it used? Is it still working?
- Has it been altered in any way?
- Do you have any photographs showing where and how it was used?
- What industry/company does this artifact represent?
- Can you supply any supporting documentation (instructions, company records, photographs, letters, manuals, etc.)?
- Is the donated material ready for display, i.e. stable, clean, free of insects, etc.?
- Can you deliver your donation?

To submit your artifact(s) for consideration, please email:

Jane Woltereck, Director of Collections & Exhibitions at [jwoltereck@thebmi.org](mailto:jwoltereck@thebmi.org) / 410.727.4808

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