

## Artifact Donation

Thank you for your interest in the BMI and for considering the museum as a repository for your possessions. Our permanent collection consists of artifacts, such as objects, photographs, books, and archival materials, which directly relate to the BMI's mission to celebrate Maryland's industrial legacy and to show how innovation fuels ongoing progress. Artifacts accepted into the Baltimore Museum of Industry's permanent collection are documented, preserved, and managed according to prescribed methods meeting current professional standards. As extensive as our collections are, they were built primarily through donations such as yours. We greatly appreciate your potential contribution to the history and understanding of our region.

### **What we can and cannot accept:**

We collect artifact that relate to, or are descriptions of, the industrial history of the region. Along with the artifact, it is preferred that the artifact be whole (no missing parts), in its original condition (working condition if possible), with manuals or other documentation. All donations must be clean and free of dust, dirt, grime, and insects. Exceptions can sometimes be made for an artifact not meeting these conditions, as long as prior notice is given to the staff. Please consult with us before undertaking a major cleaning project. On the reverse of this page is a list of information needed to accompany your donation.

#### ***We accept:***

- Artifacts made by a Maryland industry or prominent vendor for use in Maryland or elsewhere;
- Artifacts representing a Maryland industry and/or vendor, such as the film, brewing, glass or steel industries, or vendors;
- Industries that are indigenous and/or significant to Maryland, such as iron forges, quarries, the Port, maritime, or waterman industries (oysters, crabbing, etc.);
- Anything pertaining to the Platt & Company Oyster Cannery and history of our building and property.

While the BMI is pleased to consider any offered artifact that falls within our collecting criteria, our storage space is limited and there are legal and ethical considerations associated with each donation.

#### ***We cannot accept:***

- Items or materials from individuals who are not artifact's legal owner.
- Items or materials from or about industries not represented in Maryland.

If you have any questions or concerns, please contact one of our collections team members. Please note that it may take **one to two weeks** for response.

Collections Manager: Curtis Durham, [cdurham@thebmi.org](mailto:cdurham@thebmi.org)/ 410.727.4808 x312

Archives Manager: Maggi Marzolf, [mmarzolf@thebmi.org](mailto:mmarzolf@thebmi.org)/ 410.727.4808 x112

## 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)?
- Is the donated material ready for display, i.e. stable, clean, free of insects, etc.?
- Can you deliver your donation?