



## Donor Survey

Objects offered to the Science History Institute's museum collections will be considered by the Collections Committee per the museum's Collections Management Policy. We do not accept unsolicited items shipped or dropped off at the Institute. Please complete this form in as much detail as possible so the committee will have adequate information to make an informed decision about your offer.

*Note that not all accepted objects are placed on public exhibit, but all will be preserved for future generations and may be used for reasons other than exhibit purposes, including (but not limited to) research, educational programs, publications, and loans to other museums.*

First Name:

Last Name:

Company (if applicable):

Mailing Address (include contact person if applicable):

Telephone (Home):



Telephone (Cell):

Email:

Are you the legal owner of the item(s) being offered? If not, who is?:

Item Description (Please describe the objects in detail you want to donate. Be specific and include color, material, physical characteristics, date, dimensions, weight, and condition of each item. For condition, please describe any chips, missing parts, tears, stains or other damage to the object.):



Provenance (Write what you know about the items: where / when / why / how the items were acquired and used; previous owners' names; relationship between owners; and most importantly, any personal stories about the items.):

Where are the items currently located?

Other Documentation Materials (What photographs or other documentation do you have or know of, that refers to any of the items you wish to donate?)

***Note that you will be responsible for shipping costs to the Science History Institute for all the objects you would like to donate.***

Upon review, the collections committee may decide that the objects should be reviewed by our other departments for items that more closely relate to the library, archival or oral history collections.

Please send this form, photos and any copies of documents related to the object to: Science History Institute, ATTN: Collections Manager, 315 Chestnut Street, Philadelphia, PA 19106, or email [artifacts@sciencehistory.org](mailto:artifacts@sciencehistory.org).

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