



Accession # or Temporary Receipt #

ARTIFACT DONOR QUESTIONNAIRE

Please answer any and all questions that you are able to. The information you are able to provide will help us to fully document artifacts in our collections and to use them in our interpretive programs and exhibits.

Your Name: _____

Object: _____

How long have you owned this object? _____

When, how & from who did you acquire this object? _____

Are there any documents (photographs, letters, bill of sale, newspaper articles, etc.) related to the item that you would like to include in the donation, or would allow the museum to copy? _____

If the object is a photograph or painting, please describe the subject of the image—identifying any people, places, dates etc.: _____

Were there any previous owners? (Note additional owners' info on back of page)

Name: _____ Relationship to you: _____

Birthdate: _____ Place of Birth: _____

Marriage Date: _____ Spouse: _____

Children: _____

If Deceased, Date of Death: _____ Place of Burial: _____

Address: _____

Occupation: _____

Additional information:

Particulars of the Object:

Who made it? _____

When was it made? _____

Where was it made? _____

What materials is it made of? _____

Did you perform any repairs or make any changes to it while it was in your care?

☐ Yes

☐ No

If yes, please explain: _____

How was this object used? _____

Who used it? _____

Where was it used? _____

During what period was it used? _____

Do you have any personal memories or stories about the object that you would like the museum to know? _____

Additional comments: _____

Revised April 2016