



DONOR QUESTIONNAIRE

Thank you for your interest in donating artifacts to the Phoebe A. Hearst Museum of Anthropology.

To offer items for donation to the Phoebe A. Hearst Museum of Anthropology, please:

Complete the following Donor Questionnaire form.

- **List each item**, attaching an itemized list and photographs.
- **Give detailed history for the item(s)**: who owned it/used it, where was it used, any important stories, anecdotes, or other information. The background of the item is as important as the item itself. Please include documentary evidence of an object's history including, but not limited to: a dated bill of sale or sales receipt, will, inventory, auction catalogue, published reference, exhibition record, correspondence, photograph or, in exceptional cases, if documentary evidence cannot be obtained, a signed statement from the donor or vendor that confirms the accuracy of the account. Proof of such documentation will be needed before the acquisition review process can be initiated
- **Do not send items at this time.** All collection offers must be made in writing. We cannot accept actual artifacts for review without prior consultation.

Thank you for taking the time to fill out this questionnaire. Please return to:
Head of Registration, Phoebe A. Hearst Museum of Anthropology
University of California, Berkeley, 103 Kroeber Hall #3712, Berkeley CA 94720-3712

Please note:

- The Phoebe A. Hearst Museum of Anthropology recognizes the Nov. 17, 1970 UNESCO *Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property* for the acquisition of archaeological materials and ancient art. The Museum will therefore not acquire archaeological materials and ancient art unless research substantiates that the work was outside its country of probable modern discovery before Nov. 17, 1970, or was legally exported from its country of probable modern discovery on or after Nov. 17, 1970.
- Due to conflict of interest laws, the Museum may not provide an appraised value for donated artifacts. If a value is need for tax purposes, please consult an independent appraiser.
- The Museum appreciates monetary support for the care and management of your donation in perpetuity. Please indicate the amount you wish to donate: \$_____

Donor Information

Donor's Name: _____ Today's Date _____

Address: _____

Email: _____

Telephone: (home) _____ (work) _____ (fax) _____



Artifact Information

Please attach list and photographs (digital link, disk, or hardcopies)

Are there any documents (such as photographs, letters, bill of sale, or newspaper articles) related to the item that you would like to include in the donation, or allow the museum to copy? The more information and documentation, the better use the Museum would be able to make of your donation:

If the item is a photograph or collection of photos, is it captioned (the event or the people it depicts and/or the place and date it was taken)? " Yes " No Do you hold copyright? " Yes " No

Previous/Original Owner's Information

Was there any previous owner? " Yes " No
Relationship to you:

Previous/original owner's name:

Birth Date: _____ Place of Birth: _____

Death Date: _____ Place of Death: _____

How did you acquire the artifact(s)?:

Additional comments, memories, recollections, etc.:

Please attach any further comments, photographs/photocopies of items, or other relevant information.