United States Department of the Interior

NATIONAL PARK SERVICE
GRAND CANYON NATIONAL PARK
P.O. BOX 129
GRAND CANYON, ARIZONA 86023-0129

QUESTIONNAIRE FOR POTENTIAL DONATIONS TO MUSEUM COLLECTIONS

This worksheet is to be completed by donors, prospective donors, lenders, etc. of objects in order to collect pertinent and required source information. Such information is one basis for determining if the object(s) or collection being offered to the National Park Service is appropriate for the museum collection. It also assists in providing accurate information used during the accessioning process.

- Donor MUST have legal title to the object being offered for donation.
- Object(s) being offered to the park must meet the criteria stated in the park's current *Scope of Collection Statement*. Objects are generally not accepted for indefinite or long-term loans.
- Prospective donors should send high-quality images of the objects they are offering. Digital images are preferred. Please send images to GRCA_Museum_Collection@nps.gov. **Objects should not be delivered to the park without the expressed consent of the Superintendent or Museum Curator**.
- The Collections Advisory Committee will review all potential donations and make recommendations to the Park's Superintendent. The Superintendent will make all final decisions regarding donations to the park as per National Park Service protocol.

Please Type or Print Clearly. If additional space is needed, please attach a separate sheet.

Name of Rightful Donor: Mr./Mrs./Ms.

_____
(First) (Middle) (Last)

Rightful Donor Mailing Address:

_____

City/Province: _____ State/Country _____ Zip Code: _____

Rightful Donor Phone Number (include area code): _____

Rightful Donor email address: _____

If objects are only on loan, indicate the proposed loan period: From: _____ To: _____

PLEASE COMPLETE THE FOLLOWING TO THE BEST OF YOUR KNOWLEDGE:

1. Identify the object(s) (give a brief description of each object, indicate amounts, and condition, for large objects include dimensions and approximate weights.). (e.g. *letter opener issued to Jane Howard Smith, initials "JHS" engraved in handle, condition good, chip in handle*)

2. Who is/was the original owner of the objects and how was the object originally obtained (e.g. *personal collection, military issue, salvage operations, purchase, fieldwork, discovery, etc.)*? How, when, and where did the donor obtain the object?

3. A museum object is defined as a material thing possessing functional, aesthetic, cultural, symbolic, and/or scientific value. Acquisition of museum objects is governed by the park's ability to manage and preserve materials. How will this donation contribute to the the Museum Collection at Grand Canyon? .

4. If available, include additional relevant stories or background information about the object's relationship to Grand Canyon National Park or other remarks about the object's original owner that could provide context for the object.