



# United States Department of the Interior

NATIONAL PARK SERVICE  
World War II Valor in the Pacific National  
Monument Attn: Curator  
1845 Wasp Blvd, Bldg # 176  
Honolulu, HI 96818  
Phone 808-422-3333

IN REPLY REFER TO:

H20

## PROSPECTIVE DONOR INFORMATION FOR MUSEUM COLLECTIONS

The World War II Valor in the Pacific National Monument is grateful for the opportunity to become caretakers of objects (artifacts, letters, photographs and memorabilia) associated with individuals in the U.S. Armed Forces and civilians assigned to and or operating/living in the Pacific Theater of Operations (including the China, Burma & India area of operations) and in the Home Front (West Coast USA, Hawaii, Alaska & U.S. Pacific Island possessions) during the World War II era. The Superintendent of this park, along with the Museum Curator, determines what is accepted into the museum collection. First and most importantly, items offered by donors must fit within the *Scope of Collection Statement*. Additionally, the number of similar items existing within present museum collection, as well as objects required for future museum themes and objects being held by partner institutions will be considered when making decisions to accept or reject objects into the parks museum collection.

### PROSPECTIVE DONOR'S SHOULD:

Contact the National Monument's Museum Curator either by phone or by mail (see above) or via email (see the park web site)

Our preference is by mail where possible, first sending colored photographs or photocopies (Xerox) of the object(s) along with a completed *Questionnaire Worksheet* that is attached to this letter (see below for further instructions).

DO NOT SEND ANY OBJECT(S) UNTIL THE PARK MAKES THE DETERMINATION TO ACCEPT THE OBJECT(S).

PLEASE DO NOT ATTEMPT TO CLEAN, WRITE ON, USE TAPE OR STICKERS, OR FURTHER MODIFY OBJECT(S), AS IT MAY DAMAGE THE ITEM AND DEVALUE ITS HISTORICAL VALUE. IF POSSIBLE, PLEASE STORE ITEMS IN ACID FREE CONTAINERS.

### TRANSACTION BACKGROUND AND OVERVIEW:

Accessioning is the first step in the process of establishing accountability for objects received. In the process of accessioning, the National Park Service accepts museum objects into its custody. Custody may be temporary or permanent; in either case, accessioning establishes the basis for legal possession of the object. Accessioning begins upon receiving the object(s), and ends upon completing necessary documentation and obtaining a signed Deed of Gift from you.

## TYPES OF ACCESSION TRANSACTIONS:

For our purposes, we will discuss **gift transactions** only, since most the World War II Valor in the Pacific National Monument acquisitions are of this type.

Gift transactions are permanent and entail a transfer of ownership from you, the donor, to the National Park Service, the recipient. This transaction includes outright gifts, or donations, as well as bequests (gift through a will). The property must be owned by the donor, and the title of the property as well as the copyright, must be transferred to the National Park Service. All gifts are given unencumbered with no guarantee that an object will be exhibited, used for research, or similar management.

## LEGAL DOCUMENTS FOR ACCESSION TRANSFER:

At a minimum, each accession must have a *Deed of Gift* (National Park Service Form 10-830) which is a legal document signed by both parties of the transaction. You will be receiving this document for review and signature during the process closing the transaction for the gift. Additionally, all accessions are required to have an *Accession Receiving Report* (National Park Service Form 10-95) completed. A copy of this document will be provided to the donor. In special cases, additional documents could be required.

## PROCEDURES FOR RECEIVING OBJECTS:

### GENERAL PROCEDURES

In every case when an object is received by World War II Valor in the Pacific National Monument, an *Accession Receiving Report* is completed by a park employee using information available from the owner or individual delivering the object(s). The previously mentioned *Questionnaire Worksheet* is a separate **non-official** document that contains information provided by the donor, etc. that the National Park Service uses when completing the **official** *Accession Receiving Report*. The **official** document serves as a receipt for property when signed by the Superintendent or designated receiving officer.

There are a number of steps that must be taken when the Curator receives museum materials:

- 1- Unpacking and inspection: Objects received are inventoried to make absolutely certain that the object(s) sent correspond with written documentation on what was/was to be sent and ensuring that no damage has occurred during shipping and that no infestation or foreign matter is present. This is done when the object(s) arrives at the park.
- 2- Recording the overall condition: Any presence of damage, infestation, foreign matter is recorded by the Curator. Should any of the before mentioned be observed, the Curator will assess these to determine whether the object(s) will be accepted. A written report will then be completed immediately clarifying the details of the issue(s), and a copy of the report will be provided to the owner and/or donor.
- 3- Documentation of the transaction is amassed in this next step: The National Park Service must obtain as much information as possible on the object(s) - examples: collecting all known historic facts associated to the object(s), as well as information pertaining to the individual associated with the object(s). We would like to know why this item is special. Prospective donors should complete the attached *Questionnaire Worksheet* to address these concerns.
- 4- Proof of ownership: This is required when receiving a gift. The park must obtain from the other party a written and signed testament of ownership. In the case of a gift, a statement of ownership is included as part of the *Deed of Gift* documentation that the donor must sign.
- 5- Copyright: For legal purposes, it is desirable to obtain any applicable copyrights when receiving the gift. Effective January 1, 1978, copyright property is separate and distinct from physical property and title and must be specifically conveyed in writing. Copyrights include the right to reproduce a work, to publicly display it, and to distribute copies for sale. We have a small general release in the *Deed of Gift* form, but many ask for an additional release when ownership is not clear.

## **FINAL CONSIDERATIONS:**

When a gift is received and accepted by the Superintendent, a *Deed of Gift* listing the object(s) is completed.

The Superintendent and then the donor will sign the *Deed of Gift*. Because this is a legal document, this transaction will happen by mail. Upon completion of the paperwork, one copy goes to the donor. The object(s) are now considered National Park Service property and accessioned in to the World War II Valor in the Pacific National Monument collection as a gift. The park will send the donor a letter acknowledging the gift.

Gifts can only be accepted **unconditionally**, as stated on the *Deed of Gift* document. No guarantees are made as to how or whether a particular object will be displayed, credited or otherwise utilized.

Gifts to the National Park Service are tax-deductible to an extent permitted by law. If desired for tax purposes, it's the donor's responsibility to obtain a monetary appraisal of the object(s).

Finally, if the object(s) is/are not accepted for reasons such as, not fitting with the park's *Scope of Collection Statement*, the park does not have the facilities or staff to manage the object(s) or the object(s) are not in good condition. We may refer the donor to another museum and will return the object(s) to the person who sent them to the park.

*Reference: Section on accessioning and procedures was extracted and edited from the National Park Service Museum Handbook, Part II (2000)*

Rev. 1 March 2010



# QUESTIONNAIRE WORKSHEET

NATIONAL PARK SERVICE World War II Valor in the Pacific

National Monument Attn: Curator

1845 Wasp Blvd, Bldg # 176

Honolulu, HI 96818

Phone 808-422-3333

This worksheet is to be completed by prospective donors, donors, vendors, field collectors, lenders, etc. of objects in order to collect pertinent source information. Such information is one basis for determining if the object(s) or a 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.

**Note 1-** Objects being offered to the park must meet the criteria stated in the park's current *Scope of Collection Statement*.

**Note 2-** Prospective donors should include photocopies and/or photographs of the objects they are offering to the park's museum collection.

**Note 3-** The Superintendent of this park, along with the Museum Curator, determines what objects are accepted as part of the museum collection. Objects should not be delivered to the park without the expressed consent of the Superintendent or Museum Curator.

**Please Type or Print Clearly, if additional space is needed 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.).  
(Example: Pearl Harbor civilian contractors ID badge issued to John Howard Smith, condition good, clasp missing)

- 2- Who is/was the original owner of the objects? If the person was a member of the Armed Forces, indicate the branch of service, rank/rating, and duty station/unit (ship, fort, air field, geographic area, etc) and the dates serving at the relevant duty station(s). (Example: *Edward Lee Jones, Corporal USMC – Marine Det. USS Nevada (BB-36) Nov 1940 – Mar 1943 & Marine Corps Air Depot Miramar, Calif. Apr 1943 – Jun 1944*)
  
- 3- What is the relationship of the donor to the original owner, if any (*wife of ..., grandson of ..., none, etc.*)?
  
- 4- How did the original owner obtain the objects (personal collection, military issue, salvage operations, purchase, etc.)?
  
- 5- How did the donor obtain the objects, if person is not the original owner (inherited, found, auction, yard sale, purchase, etc.) indicate when and where, if known?
  
- 6- If available, include additional relevant stories or background about the original owner (i.e. newspaper clippings, copies of service records, photograph of the individual, etc.) or other remarks about the collection.

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 For NPS Curator use:

Objects approved for acceptance: \_\_\_\_\_

Objects disapproved for acceptance: \_\_\_\_\_

Objects Received at VALR: \_\_\_\_\_ Date: \_\_\_\_\_

(NPS Staff: Full Name and Title)

(Received by NPS Staff)