



Mendocino County Museum

400 E. Commercial Street
Willits, CA 95490
(707) 459-2736

Potential Artifact Donation Form

Thank you for your interest making a donation to the Mendocino County Museum! With the support of generous donors, the Museum has been able to acquire a vast collection of artifacts, which are preserved for future generations to enjoy and learn about Mendocino County history, peoples, and communities.

Please fill out the form below and fully describe your potential donation. Mendocino County Museum takes careful consideration of every potential donation assessing the items historical significance to Mendocino County, its physical condition, its history of ownership and use, and the Museum's ability to store and care for the item.

Not all artifacts submitted for consideration will be accepted into the collection. Should your donation be considered for collection, Mendocino County Museum only accepts items that have a clear title and are donated without restrictions from the donor.

Please do not send/bring items you wish to donate to the Mendocino County Museum at this time. Mendocino County Museum's curator will review your submission and schedule an appointment if it is determined more information is needed about your item. Museum staff will not be able to accept or handle unscheduled and/or unsolicited donations. The Mendocino County Museum reserves the right to dispose of any unsolicited materials delivered to the Museum.

Thank you again for your consideration in making a permanent donation to the Mendocino County Museum. Please submit the completed form and supporting photograph(s) of the item to: **Mendocino County Museum, 400 E. Commercial Street, Willits, CA 95490.**

Mendocino County Museum reviews submitted forms on an every other month basis, and appreciates your patience.

Potential Donor Contact Information

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Date of Form Submission: _____

Description of the Item(s)

What type of item is it? Be as specific as possible, include names, dates, physical description and any other information you can see by examining the item.

What do you know about your item(s)? Where was it made? Who used it?

What is its cultural or historical significance to Mendocino County?

Do you legally own the item(s)? How did you acquire it?

What is its condition? i.e. Is it missing parts? Is it damaged? Is it stained?

Please read carefully and initial beside the following terms of a potential donation:

_____ *I understand that Mendocino County Museum does not accept all potential donation offerings.*

_____ *I understand that Mendocino County Museum evaluates potential donations on an every other month basis.*

_____ *I understand that Mendocino County Museum will only accept donations without donor restrictions.*

_____ *I understand that Mendocino County Museum will not purchase my item(s) and only accepts donations.*

_____ *I understand that Mendocino County Museum will not appraise item(s) to be donated.*

_____ *I understand that a donation legally transfers ownership of the item(s) to the Mendocino County Museum.*

_____ *I understand that a current photo of the potential donation must be attached to this form to be reviewed.*

**Please attach a picture of the potential donation item(s). Images that capture key features or document the condition of the item(s) help the curator evaluate donation offers.*

Potential Donors Signature

Date

Museum Staff Only:

Date Received

Staff Member who received submission