



Wake Forest University  
1315 Carroll Weathers Drive, P.O. Box 7267  
Winston-Salem, NC 27109  
[lammuseum@wfu.edu](mailto:lammuseum@wfu.edu)

## Donation of Objects

The Lam Museum of Anthropology welcomes the donation of objects that will complement and fulfill our current collections. As outlined below, the Museum follows a policy of selective acquisition. Each donation request is thoughtfully considered by the Museum staff to determine if the gift is in line with the specific criteria for the acquisition and acceptance of donations, as outlined in the Museum's Collections Policy. Any object accepted into the Museum's collection should be consistent with the institution's mission, be relevant, and be properly cared for.

If you are interested in making the gift of an object to the Lam Museum of Anthropology, please fill out this form and return it to the appropriate staff member:

Collections Manager, Stormy Harrell, [harrelsl@wfu.edu](mailto:harrelsl@wfu.edu)  
PO Box 7267, Winston-Salem, NC 27109

**Do not send object(s) at this time.** All donation requests must be made in advance. The Lam Museum cannot accept object(s) for donation without adequate time for review and consultation.

Donor Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Museum Mission:** The Lam Museum of Anthropology creates awareness of global cultures by collecting, protecting, managing, and exhibiting archaeological artifacts, ethnographic objects, and visual arts of past and present peoples, and providing opportunities for intercultural learning.

As outlined in the Collections Policy of the Lam Museum, which is in accordance with the American Alliance of Museum's ethics and best practices for collections management, all donations are considered **outright and unconditional** gifts to be used at the Museum's discretion.

Lam Museum collections are used for exhibition, research, and other educational purposes.

**Acquisitions/Donations:** The Lam Museum follows a policy of **selective acquisition**. Any object(s) acquired must have a clear connection with and be supportive of the Lam Museum's Mission. The Lam Museum may acquire object(s) through gift, donation, and bequest, as well as other lawful means. Completion and submission of this document by, or on behalf of, the donor(s) confirms that the donor(s) has read and agreed to the following terms of the donation and confirms that the object(s) meets these terms.

**Acquisition Terms:**

1. The object(s) must be relevant to the stated purpose and mission of the Lam Museum.
2. Consideration will be given to the Lam Museum's ability to provide proper care and storage for any object. No object(s) will be considered for acquisition if future care and preservation needs exceed the Lam Museum's resources.
3. Items must have a clear title and be free of copyright restrictions. The Lam Museum will make every effort to ascertain that objects offered are not stolen, wrongfully converted, or acquired under false pretenses.
4. The Lam Museum is bound by international antiquities laws. Foreign antiquities must have documentation indicating that they were exported from their country of origin prior to the 1970 UNESCO Convention of the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property.
5. The Lam Museum is bound by the Endangered Species Act (ESA) and the Convention of International Trade in Endangered Species of Wild Fauna and Flora (CITES). The Museum may only acquire works of ivory within the United States and only if the object has clear, unquestionable, and proper documentation, is at least 100 years old, and was not sold or modified with questionable ESA-listed materials after February 26, 1976.
6. If the Lam Museum discovers that it has acquired objects in violation of the above laws, the Museum shall seek to determine the proper means of disposition through recognized authorities.
7. The provenance of acquired objects shall be a matter of public record.
8. A 30-day review period may be requested for any proposed acquisition.
9. All acquisitions are to be outright and unconditional. The Lam Museum cannot guarantee that objects donated will be placed or remain on display, or that they will be exhibited or stored intact as a single collection.

10. Please be aware that curatorial decisions made during cataloging of new collections may result in objects being deemed more appropriate for use in our education department collection or to be deaccessioned.
11. All donations to the Lam Museum's collections are irrevocable upon the formal and physical transfer to the Museum.
12. All legal instruments of conveyance and warranty of title, signed by the donor setting forth an adequate description of the objects involved and the precise conditions of the transfer, shall accompany all acquisitions.
13. All acquisitions by gift or bequest to the Lam Museum will remain in the possession of the Museum for as long as they retain their physical integrity and authenticity, or as long as they remain useful in the fulfillment of the Lam Museum's mission.
14. Federal law prohibits the Lam Museum from providing appraised values for donated objects. Donors are responsible for appraisals of value prior to the donation request. Donations are fully tax deductible within IRS guidelines. Please consult a tax advisor. The Museum will issue a letter confirming the acceptance of your donation, but monetary valuations must be issued by a professional appraiser.
15. The Museum shall deaccession or dispose of objects as needed and in accordance with the American Alliance of Museum's ethics and best practices for collections management.
16. The Lam Museum does not purchase objects or pay for delivery of objects to the Museum.

Upon submission of this form, the object(s) must be found by the Lam Museum staff to be consistent with the aforementioned criteria. As part of this review process, the staff will also consider whether the object(s) could be better placed with another organization and conclude that the acceptance of the object(s) is consistent with applicable laws and professional ethics. If the object(s) is found to be in accordance with the Lam Museum's policies and procedures, the object(s) may be accepted as a donation.

Once the object(s) have been reviewed, the donors will be contacted upon approval of the donation request by the Museum staff. This process may take up to 30 days.

In signing this donation request, the below-named donor(s) confirm that they have read and understand the terms and guidelines for the gifts of objects to the Lam Museum of Anthropology.

The below-named donor(s) hereby certify that **they possess clear and unrestricted legal title to the object(s) described in the attachment to this agreement.**

\_\_\_\_\_  
Printed name of donor(s)

\_\_\_\_\_  
Signature of donor(s)

\_\_\_\_\_  
Date

Next, please complete this Donor Questionnaire for the donation request to be processed and considered.

## Donor Questionnaire

Please answer as many of the following questions as you are able concerning the object(s) you wish to donate. Please include copies of any documentation 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. If possible, please submit images of the object(s) with this form.

Object(s) name or description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Donor(s) name: \_\_\_\_\_

When did you acquire this object? \_\_\_\_\_

How did you acquire it?       Purchase                       Inheritance  
    Gift                                       Found  
    Other (please explain) \_\_\_\_\_

Do you have documentation for proof of purchase?     Yes                       No

From whom did you acquire the object?      Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Place: \_\_\_\_\_

Who were the previous owners, if any?

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Birthdate: \_\_\_\_\_                      Place of birth: \_\_\_\_\_

Marriage Date: \_\_\_\_\_                      Spouse: \_\_\_\_\_

Children: \_\_\_\_\_

Death date: \_\_\_\_\_

Place of residence: \_\_\_\_\_

Occupation: \_\_\_\_\_

How did they acquire the object? \_\_\_\_\_

\_\_\_\_\_

How was the object used? \_\_\_\_\_

Who used it? \_\_\_\_\_

Where was it used? \_\_\_\_\_

When was it used? \_\_\_\_\_

Who made it? \_\_\_\_\_

Where was it made/purchased? \_\_\_\_\_

When was it made/purchased? \_\_\_\_\_

What materials is it made of? \_\_\_\_\_

Does the object contain any questionable materials (i.e. ivory, bone, animal parts, or hazardous materials)?  Yes  No

Was the object ever altered, broken, and/or repaired?  Yes  No

If so, when or where was the restoration and/or conservation done? Who did the work? What materials were used to repair it? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What documents (such as photographs, letters, bill of sale, maker's notes, newspaper articles, etc.) do you have or are you aware of related to the object?

\_\_\_\_\_

Are you able to provide copies of such documentation with your donation?  Yes  No

If your gift includes a photograph(s) of the object in its original context, please describe the event or the people it depicts and/or the place and date it was taken: \_\_\_\_\_

Add any additional comments, memories, or stories about the object: \_\_\_\_\_

Appropriate credit to the donor(s) will be given in a manner consistent with Museum policies and practices. If anonymity is desired, please indicate here with your initials \_\_\_\_\_  
This does not affect the review of your request.

If any of the above information is used in exhibition labels or publications created by the Museum, how do you wish to be acknowledged?

Anonymous  
 Named  Otherwise acknowledged

Please state EXACTLY how you would like to be acknowledged:

By completing, signing, and submitting this document, I confirm that all information presented is true and factual.

\_\_\_\_\_  
Printed name of donor(s)

\_\_\_\_\_  
Signature of donor(s)

\_\_\_\_\_  
Date