



Potential Donation Form

First of all, thank you for thinking of us! Without your generous donations, we would not be able to fulfill our Mission and tell the many stories from our County's history. We wish we could accept every object, but storage, funding, and staffing limitations prevent us from doing so. Therefore, there are certain policies and procedures in place for object donations.

We would like to know more about your object, as this helps us to interpret it in an historical context and determine whether or not it fits with our Mission. If we are unable to accept your object, please know that it does not diminish its value or importance in anyway nor does it mean it would not have more relevance at another cultural institution.

Instructions for this form are detailed below. Please read the FAQs page of the Museum's website as well, as it will answer many of your questions about our Collections Policies and Procedures.

Please note that this form is not a Deed of Gift or Temporary Custody receipt and any item dropped off without an appointment will be considered abandoned cultural property under Title 27, Chapter 45 of SC Code of Laws.

Instructions:

Please answer the following questions. If you do not know the answer to the question or if it is not applicable, leave the space blank. **Note that there are additional questions on the second page of this form.** If you are unable to print out this form, simply answer the questions in the body of an email or letter.

Additionally, photographs of your potential donations are extremely helpful to staff and sending photos along with this completed form is strongly encouraged and will expedite the process. Please provide at least one photo of each object you are considering for donation.

After you are finished filling out the form, please send it to ACHM, care of the Collections Manager, either by email or mail. You are welcome to drop the form and photos off in person as well, but please be aware that Collections staff will not be able to meet with you at the time you drop off the form, as staff is available by appointment only.

Return form to: 433 Newberry Street, SW, Aiken, SC 29801 attn: Collections Manager or amagnone@aikencountysc.gov

Your contact information (name, address, phone number, and/or email):

Physical description of the object (color, size, condition, etc.):

Relation to Aiken County history:

How and where did you acquire this object?

How was the object used and where was it used?

Who made the object and where? Can you estimate the date of manufacture?

Other than yourself, has anyone else owned the object?

Additional Information: