



DONATION OF OBJECTS AND ARTIFACTS

The Museum of Broadcast Communications 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 greatly appreciated and will be thoughtfully considered by Museum staff to determine if the gift is appropriate for the Museum's mission and in line with our Collections Management Policy.

In order to assist us with our review of your proposed donation, please fill out the form below and fully describe your proposed donation. Because of limited space and resources, not all artifacts submitted for consideration can be accepted into the collection.

Please note that the Museum cannot accept or be responsible for any item left in the custody of museum personnel on the museum premises without a prior written agreement from the museum. Thank you again for your consideration in making a permanent donation to the museum.

Please note: Due to restrictions of limited funds, storage space, or concerns of an object's required preservation needs, only inquiries which are of specific interest and in line with the criteria outlined may be considered.

REQUEST TO DONATE OBJECTS AND ARTIFACTS

Contact Information

*required

Name / Donor(s):* _____

Mailing Address:* _____

City:* _____ **State:*** _____ **ZIP:*** _____

Email:* _____ **Phone:*** _____

Signature:* _____ **Date:*** _____

How do you prefer to be contacted? **Email** **Phone**

The above named donor(s) hereby certify that *he/she/they possess clear and unrestricted legal title to the object(s) described on this form and hereby relinquish all right, title, and interest in the same object(s) for the purpose of making an unrestricted gift of the object(s) to The Museum of Broadcast Communications.*



NOTE: As outlined in the Collections Policy of the 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.

OBJECT INFORMATION

1. Describe the item(s).

Name the item and describe it. Include physical description, size, color, material, inscriptions, and age or date; the name of the manufacturer, author or creator; and detail on the condition of the item – complete, damaged or in operating condition.

2. Is there an event or person associated with this item?

Provide details on any event(s) that the item was made for or used in; the name of the original owner of the item, where they got it, where they lived and where the item was used; and if the item was made by a specific person (include person's name).



3. Are historical photographs or documents related to the item available?

- | | | |
|--|-----|----|
| ▪ Pictures of the item being used: | Yes | No |
| ▪ Pictures of the maker or owner of the item: | Yes | No |
| ▪ Documents, manuals, receipts, etc. associated with the manufacture, purchase, sale or use of the item: | Yes | No |

4. Is there a recent photograph of the item that can be shared for reference? Yes No

5. Please provide any additional information you would like to share.

Upon receipt of this form, Museum staff will review the donation request and, if the request meets Museum criteria, a recommendation will be made to accept the donation.

ACCEPTANCE OF DONATION

Recommendation for Acceptance of Donation Items Listed on form

Museum Administrator

Date

Outright and Unconditional Donation of Items from Donor to The Museum of Broadcast Communications

Donor

Date



Mission

The mission of The Museum of Broadcast Communications (MBC) is to collect, preserve, and present historic and contemporary radio and television content as well as educate, inform, and entertain the public through its archives, public programs, screenings, exhibits, publications, and online access to its resources. The MBC is an Illinois non-profit corporation that owns and manages two subsidiaries, museum.tv and the National Radio Hall of Fame (NRHOF) and its website, radiohof.org.

The Museum of Broadcast Communications is one of only three museums dedicated to broadcast history in the nation. Our 62,000 square foot facility is located at 360 North State Street (at Kinzie). This large space allows the Museum to expand its collections and serve a wide range of audiences.

Acquisitions/Donations

The Museum follows a policy of *selective acquisition*. Objects and artifacts acquired by the Museum should have a connection to Museum's Mission. Museum acquisitions may occur through gift, donation, and bequest, as well as other lawful means. Restrictions of limited funds, limited space, expense of preservation and conservation, staffing and other limitations make unlimited acquisition unfeasible. Completion and submission of this document by, or on behalf of, the donor(s) confirms that the donor(s) has read the following criteria, agrees to the terms of the donation, and confirms that the item(s) meets the Museum's guidelines for acquisition:

Acquisition Terms

Please review the following terms for Museum acquisitions:

1. The item(s) must be consistent with the mission of the Museum.
2. Consideration will be given to the Museum's ability to provide proper care and storage for any artifact.
3. Items must have clear title and be free of copyright restrictions. Any donations must have of established and unquestioned provenance.
4. A 30-day review period may be requested for any proposed acquisition.
5. All acquisitions are to be outright and unconditional. The 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. In addition, please be aware that curatorial decisions may result in objects being deemed more appropriate for use in other departments or to be deaccessioned.
6. All donations to the Museum's collections are irrevocable upon the formal and physical transfer to the Museum.
7. All relevant legal instruments of conveyance and warranty of title, signed by the donor/seller/agent setting forth an adequate description of the items involved and the precise conditions of the transfer shall accompany all acquisitions.
8. Federal law prevents the Museum from providing appraisal values for donated items. Donors are responsible for appraisals of value prior to donation request. Donations are tax deductible within IRS guidelines. Please consult your tax advisor. The Museum will issue a letter of verification confirming acceptance of your donation, but donors are responsible for any appraisals of value.