Offer of Materials

Thank you for your consideration in donating materials to the Wing Luke Museum. The Museum collects, documents, and preserves artifacts, archival material, photographs, and art from the Asian American, Native Hawaiian, and Pacific Islander community and public at large, as it relates to the Museum’s mission.

Please complete this form as best as possible to share information about your potential donation to the Wing Luke Museum. Email completed forms to collections@wingluke.org, or call 206.623.5124 x 117. Please attach photographic images of each item, if possible.

Contact information

Name: _______________________________________________________________________________
Mailing address: __________________________________________________________________________
Phone number: __________________________________________________________________________
Email address: __________________________________________________________________________

Donation materials: Description

Description of materials (include date/date range if possible):
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
When, how, and from whom did you acquire these materials?
_____________________________________________________________________________________
_____________________________________________________________________________________

Donation materials: Story

Please share as much context as possible about your materials, it is known and applicable.
What are historical, cultural and/or personal significance of your materials?
_____________________________________________________________________________________
_____________________________________________________________________________________
When, how, and where were these materials used?

What significant places are associated with these materials?

**Donation Process**

Do you have any time sensitivities regarding this potential donation?

Please note that submission of this form does not guarantee formal acceptance of material(s) into the Wing Luke Museum’s permanent collections.

All proposed donations are reviewed by Wing Luke Museum staff on a monthly schedule. Special consideration is given towards the donation’s alignment with the Museum’s mission, Collections’ policy, and condition, in addition to its storage, care, security, and preservation needs.

Upon agreement, the Collections Manager will begin the accessioning process with the donor.