First Americans Museum (FAM) welcomes the donation of items to our collections. Each donation request is thoughtfully considered by the Senior Curator, the Director, and the appropriate governing committees to determine if the gift is in line with FAM’s mission, follows acquisition criteria laid out in the Collections Management Policy, and for which proper care can be provided.

Please complete this form and provide as much detail as possible to begin the donation process. Use additional pages as needed. **Unsolicited items will not be accepted.**

Please note that the acquisition process will take 6 – 9 months to administer.

This completed form and images can be returned to:

Email (preferred)  Donations@FAMok.org

Or by Post  First Americans Museum
Attn: Development Department
659 First Americans Blvd.
Oklahoma City, OK  73129-6142

**IMAGES:** FAM requests that you provide images of all item(s) included in the proposed gift. The images should accurately depict the whole object (all sides), include any additional images that provide details of any signatures or significant marks, including marks on the verso (back side of the work) or areas of damage. FAM also would like images of any related documents (identified below).

**TERMS:** This form does not create a contract for accepting the proposed gift. This form will be used to initiate the process of considering gifts. Once formally approved by all FAM administration, staff will notify the donors of the steps for accepting the objects into the museum’s holdings. FAM accepts donations unconditionally. This means that the donated item(s) becomes the sole property of the Museum. Not all accepted items are placed on public exhibit, but all will be preserved for future generations and may be used for reasons other than exhibit purposes, including, but not limited to, research, educational programs, publications, and loans to other institutions.

**FAM will not** collect any of the following:

- FAM will not accept nor acquire human remains or funerary objects.
- FAM will not accept nor acquire items that are NAGPRA sensitive, including ceremonial items or otherwise items that are considered sacred or have cultural patrimony.
- FAM will not accept nor acquire precontact archaeological materials.
Donor(s) Name: __________________________________________________________

Organization (If Applicable): _____________________________________________

Contact: __________________________________________________________________

Address: __________________________________________________________________

City:___________________________   State:_________________   Zip:__________________

Email address: __________________________   Phone: _________________________

Would you like to:
☐ Donate item(s) to FAM
☐ Sell item(s) to FAM* If so, please list your selling price: $__________________

*FAM occasionally purchases items for its collections; however, funding is limited.

Number of item(s): ________________

Name/Title of item(s): ______________________________________________________

Indigenous Name/Title of item(s): ___________________________________________

Are you the legal owner of the item(s)? ☐ Yes   ☐ No

How did you acquire the item(s)?
☐ Purchase   ☐ Inheritance   ☐ Gift   ☐ Found
☐ Other *Please Describe:_____________________________________________________

What year was the item(s) made? _______________________

Artist/Who made the item(s)? _______________________________________________

What material(s) are the item(s) made of?
____________________________________________________________________________

Overall Dimensions:

<table>
<thead>
<tr>
<th>Height:</th>
<th>Width:</th>
<th>Depth:</th>
<th>Diameter:</th>
</tr>
</thead>
</table>

Brief description of item(s):
____________________________________________________________________________
____________________________________________________________________________
Provide a history of the item(s): __________________________________________

________________________________________________________________________

Describe the item(s) in context. How was the item(s) used? Who used it? Where and when was it used? __________________________________________

________________________________________________________________________

Did you perform any repairs, additions, or changes to the item(s) while it was in your care?
☐ Yes* ☐ No *If yes, please explain: _______________________________________

Are there any documents (letters, bill of sale, newspaper articles, digital materials, etc.) related to the item(s) that you would like to include in the donation or would allow the museum to copy?
☐ Yes ☐ No If yes, please explain: _______________________________________

Cultural Considerations and Protocols:

Tribal Affiliation of item(s) (if applicable): ________________________________

Does the item(s) have:

Gender Restrictions ☐ Yes ☐ No ☐ Unknown ☐ Not applicable

Seasonal Restrictions ☐ Yes ☐ No ☐ Unknown ☐ Not applicable

Viewing Restrictions ☐ Yes ☐ No ☐ Unknown ☐ Not applicable

Is the item(s) considered sacred? ☐ Yes ☐ No ☐ Unknown ☐ Not applicable

If yes to any of the above, please explain: ________________________________

________________________________________________________________________

Additional Notes: _______________________________________________________

________________________________________________________________________

Donor Signature: __________________________________ Date: ________________

Thank you again for considering First Americans Museum for your donation. Please complete, sign, date, and return this form and associated images to the address above.

Thank you.