



ACQUISITION PROPOSAL QUESTIONNAIRE

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:

Height:	Width:	Depth:	Diameter:
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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.