

Larry Hogan
Governor



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Jeffrey Greene, Sr.
Chief of Operations

PROSPECTIVE DONOR QUESTIONNAIRE

Please note: Museum staff members are not able to accept donations. All donations are reviewed by the Maryland Commission on African American History and Culture BDM Committee when the questionnaire is submitted.

Please **mail** this completed form with photographs to:

Banneker-Douglass Museum
Attention: Tabitha Pryor Corradi
84 Franklin Street
Annapolis, Maryland 21401

Or email them to tabitha.pryor@maryland.gov

Please answer any and all questions that you are able to and provide photographs of the object(s). This information will assist us in making an informed decision on the proposed donation. It also helps us to fully document artifacts in our collection and to use them in our interpretive programs and exhibits. If you run out of room, please attach additional pages.

Donor Name: _____ Donor Phone: _____

Donor Address: _____

Donor Email Address: _____ Preferred contact: _____

Object(s): _____

Please describe object(s): _____

Are there any documents (photos, letters, bill of sale, newspaper articles etc.) that you would like to include in the donation, or allow the museum to copy? Y___ N___

If yes, please describe: _____

Prospective Donor Questionnaire (Continued)

How long have you owned the object(s)? _____

How did you acquire it? Purchase ___ Inheritance ___ Gift ___ Found ___ Other ___

Please describe: _____

Previous Owner(s): _____

For the following series of questions please list only applicable information that can be documented, not hearsay or opinion.

Year made: _____ Where was/were the object(s) manufactured or created? _____

Who manufactured or created the object(s)? _____

What is the object(s) made of? _____

What are the dimensions? _____

When was it used? _____

Where was it used? _____

How was it used? _____

Did you perform any repairs, additions, or changes to the object(s) while it was in your care?

Y ___ N ___ If yes, please explain: _____

Any other history, information, or comments? (If you run out of room, please attach additional pages):

*Please note that a series of photographs showing different views of the object must accompany this questionnaire for the object to be considered. If you any questions, please contact the Banneker-Douglass Museum's Curator of Collections at 410-216-6183.

This document does not guarantee that the Banneker-Douglass Museum will accept the item(s) offered.