



Prospective Donor Questionnaire

Thank you for your interest in donating to the collection of the Banneker-Douglass-Tubman Museum!

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's BDTM Committee.

Please **email** this form with photographs to martina.dodd@maryland.gov or **mail** to:

Banneker-Douglass-Tubman Museum
Attention: Martina Dodd, Curator of Collections & Exhibitions
84 Franklin Street Annapolis, Maryland 21401

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: _____ 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: _____

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 have any questions, please contact the Banneker-Douglass-Tubman Museum's Curator of Collections & Exhibitions at martina.dodd@maryland.gov .

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