

DONOR DOCUMENTATION WORKSHEET

Accession No. _____

Donor Name _____ Telephone _____

Donor Address _____

Description of the Object _____

Where or from whom did you obtain the object? When? Why? Or did you make it?

How did you use the object? Where did you keep it? Do you know how others used it? _____

Are there any documents (photographs, letters, bill of sale, maker's notes, newspaper articles) related to the object that you would like to include with the donation, or allow the museum to copy?

If you have donated a photograph, please describe the event or the people it depicts and/or the place and date it was taken.

Was the object ever altered, broken, and/or repaired? If so, do you know when or where any restoration or conservation was done? Do you know who did it? Do you know what materials were used to repair it?

Do you have any personal memories or stories about the object that you would like the museum to know?