



Potential Object Donation Form

Please fill out this form to the best of your ability. Questions that are required are indicated in red or with a red asterisk. Thank you!

Your Full Name: *

Email Address: *

Phone (best number to reach you if we have questions): *

What type of item or collection are you considering donating?: *

Documents (business records, family papers, newspapers, etc...)
3-Dimensional Objects (textiles, decorative arts, furniture, portraits, etc...)
Photographs, postcards, or video/film
Bound Books

Please describe the item or collection that you wish to donate. *

Date of creation or origin of the item or collection: *

Creator/owner/photographer/maker: *

What is the size of the item, or the approximate volume of the collection?: *

Are you the current owner of the item or collection? *

Yes

If yes, how did you obtain the item or collection?

No

If no, please explain. May we contact the current owner?

Where is the item or collection now?: *

Describe the condition of the item or collection? How is it currently stored? *

What do you know about the history of the item or collection?:

Biographical/Personal information of item's creator/owner (include names, places of residence, occupations, titles, vital statistics, etc.):

Genealogical information, such as parents, grandparents, etc. (include names, places of residence, occupations, titles, vital statistics, etc.):

Please provide a photograph or scan, if possible. To submit photographs, email them to research@lancasterhistory.org. File types accepted are .jpg, .png, and .pdf. Files must be less than 5MB.

Do you intend to donate the item or collection to the museum? *

Yes

If yes,

An unconditional donation

To be considered for acquisition

No

If no,

For identification

To be scanned and returned (or provide a 600 dpi TIFF file)

Other:

Do you have documentation concerning the item or collection? *

Yes

No

Signature *

I certify that all information submitted herein is true to the best of my knowledge.

Please return this completed form and any supporting documentation to:

LancasterHistory
Attn: Collections
230 N. President Avenue
Lancaster, PA 17603

Or by email to research@lancasterhistory.org