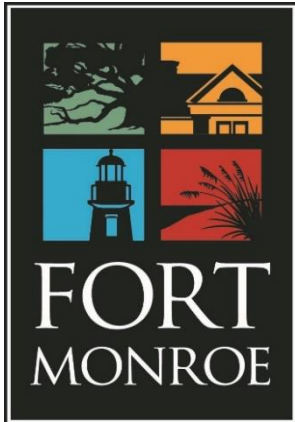




Collections Donation Form



Thank you for your interest in making a donation to the Fort Monroe Authority! Each piece of our collection tells a story, and donations like yours help Fort Monroe to tell new stories and expand the ones we know. Items are added to a museum's collection through a process called *accessioning* in which staff members decide whether to take legal and intellectual ownership of an object.

The decision to accept, or accession, an item is based on the following criteria:

- Relevance of the artifact to the history of those who have inhabited the land currently occupied by the Authority. We are interested in materials that represent the layered history of this particular place, from the thousands of years of Indigenous occupation up to the evolving military installation and its concomitant communities.
- Condition of the object, as well as our ability to care for and store it
- Presence or absence of similar or identical items already housed in the collection

If your object is accepted, you must sign a Deed of Gift that transfers legal ownership of the object to the Fort Monroe Authority.

If interested in making a donation, please complete the following form. Additionally, the inclusion of photos of the object (as well as images of any distinguishing features or marks) is immensely helpful to collections staff during the assessment process.

First Name

M.I.

Last Name

Mailing Address

Email Address _____

Phone Number _____

1. Object Description

Please provide a physical description of the object.

2. Object Creation

Was this item made by hand or manufactured? Who made it (individual person, group or community, company)? Where and when was it made?

3. Ownership History

Who was the first owner (or first known owner) of the item? If possible, please provide information about significant dates and events in the life of that person, such as a birthdate or employment history. How, when, and where did the owner acquire the item? Please also include information about subsequent owners. This information helps us to understand the history of the use of the object.

4. Use History

How was this object used? By whom? Where? What was the object called by those that used it?

5. Condition Information

What condition is the material currently in? Is it damaged or worn? How did this damage occur? Please described any known repair work, modifications, or restorations.

6. Object History

Please provide any additional information, stories, anecdotes, about this particular object.

7. What is your (the Donor's) relationship to the original owner or to the chain of ownership?

Please provide measurements, if applicable.

Height: _____

Width: _____

Length: _____

Submission of this form does not guarantee the accession of the object into the permanent collection of the Casemate Museum.

If your item(s) is selected for addition to the permanent collection, a member of the collections staff will contact you about completing any necessary paperwork.

If your item does not fit the collections at the Casemate Museum, we can suggest relevant institutions that may be interested in the object.