



## **Protocol for Potential Donations**

*Thank you for considering donating to the American Swedish Historical Museum.*

**We cannot accept unscheduled deliveries of materials of any kind. Please make advance arrangements following these steps:**

Our General Protocol:

**Image:** We require a photographic image of any item offered. Potential donors can mail or e-mail a picture of the object so that the curator and staff can have a visual aid in our preliminary assessment of age and condition.

**Documentation:** To establish an object's place or relevance in our collection and collection policy, we do request a write up of all known background information. This would include a written summary by the donor and/or any documents that support/authenticate the object's provenance; the more background information, the better.

**Appointment:** If the preliminary assessment is positive and the object is determined to be in good condition and relevant to our collection, the curator will make an appointment to meet with the prospective donor and see the object in person. (The appointment can be conducted on or off site, depending on the individual circumstances.)

**Acceptance:** If the object is in good condition and found to be congruent with ASHM's institutional mission and collecting policy, the object will be accepted. A formal Deed of Gift will be mailed to the donor.

All communication regarding potential donations to ASHM should be directed to [chogan@americanswedish.org](mailto:chogan@americanswedish.org)