



## Protocol for *Potential* Donations

### **We do not accept unscheduled deposits of ANY materials.**

The American Swedish Historical Museum invites gifts and bequests of artifacts, artwork, books, photographs, documents, and other archival materials that fit the scope of our collections.

#### ASHM General Protocol:

**Image:** We require a photographic image of any item offered before we agree to meet with a potential donor. Potential donors can e-mail or snail-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. Please email or send multiple images from different angles.

Mailing address by post:

**American Swedish Historical Museum**  
**c/o Curator**  
**1900 Pattison Avenue**  
**Philadelphia, PA 19145**

**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.

**Note:** Curatorial staff carefully considers all potential donations and determines whether the artifacts or materials will fit into our permanent or education collections. Due to storage space and other considerations, we are only able to accept a fraction of the materials offered to us each year. If we cannot accept an object, we can sometimes suggest other institutions that may be interested. We cannot guarantee that any object accepted into our collection will be displayed. In general, donations to our collections must be free of donor-imposed restrictions.

**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 importance of the object and the needs of the

donor). ***Museum policy forbids visitor services staff and other non-curatorial staff members from accepting potential donations at the reception desk of the American Swedish Historical Museum.***

**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. That object will then be presented to the Museum Committee for final approval. If approved, a formal Deed of Gift will be mailed to the donor, legally transferring ownership of the donated item[s] to the Museum.

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