

# What to expect when offering an item to the Museum of World Treasures!

## All offered items must go through our standard acquisitions process

### Step one: Pictures and Provenance

- Before anything else can occur, our **Object Information Form** will need to be completed. This form is used to gather provenance, which is the history of the object such as where it came from, who made it and when it was made, and its determined value. We ask that as much information as possible be provided before the committee review. Copies of paper records are incredibly useful!
- We must also see the object before the review can begin. This can often be accomplished via detailed pictures emailed to the Collections Department ([collectionmgmt@worldtreasures.org](mailto:collectionmgmt@worldtreasures.org)). However, if you would like to set up an appointment to bring the item in to the Museum for a viewing, that can be arranged. Please note that objects cannot be left or dropped off at the Museum. Furthermore, all objects must be inspected and lightly cleaned/dusted (unless too fragile) by owner before being brought in to avoid pests/contaminates entering the Museum.

### Step two: Review by Committee

- Once the Object Information form has been completed and pictures have been taken, it will all need to be reviewed by our Acquisitions Committee. This review may take up to 30 business days.

### Step three: Paperwork

- If there is agreement among the committee and the donor to accept the item into one of the Museum's collections (Permanent, Education, or Prop), the appropriate Deed of Gift will be created and will need to be filled out, approved and signed by both parties before the items can be given to the Museum.
- It should be noted that even if an object is accepted by the Museum, that does not guarantee it will be placed in an exhibit. With that in mind, one of our guidelines is that all items in our collections have the potential to be displayed.

## What happens after an item is accepted?

After an item is accepted into the Museum's collection, it will be numbered, photographed, and its information entered into our Collection Management System. From there, it will be given a suitable and safe location in our collections storage space. The object can then potentially be used for exhibits, research, and educational programs.

*It is our mission here at the Museum of World Treasures to provide a gateway to the past which educates, entertains, and inspires lifelong learning.*

# OBJECT INFORMATION FORM      Source Name: \_\_\_\_\_

To aid in our ability to accurately and fully review your item(s), please take the time to provide us with as much information as possible for [each and every object](#) to be considered.

**Please note:** All items must have an [assigned value to be eligible for consideration](#). The Museum cannot assign value to any item offered for donation or loan.

-If an item to be donated is believed to be worth \$5,000 or more, it will need to be [professionally appraised](#).

-If believed to be \$4,999 or below, value should be assigned by [current owner based on fair-market value](#).

-If owner believes the item to have no monetary value, the [current owner must put \\$0.00 for the specific item](#).

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**EXAMPLE**      **Item:** M1911 Leather Holster

Date/Year Range: 1950-1985      Value: \$ 50.00      Condition (**Coll. Manager Only**): E ☒ G F P

Brief Description of the Item: Dark brown leather holster for pistol. Has "US" stamp on the front flap. On the back there are hooks and loops to attach to a belt, on this section is stamped "Cathey Enterprises, 7791466".

Provenance (item history): Issued to me while I served in the Army as a Warrant Officer during the Vietnam War.

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**Item:** \_\_\_\_\_

Date/Year Range: \_\_\_\_\_ Value: \$ \_\_\_\_\_ Condition (**Coll. Manager Only**): E G F P

Brief Description of the Item: \_\_\_\_\_

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Provenance (item history): \_\_\_\_\_

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**Item:** \_\_\_\_\_

Date/Year Range: \_\_\_\_\_ Value: \$ \_\_\_\_\_ Condition (**Coll. Manager Only**): E G F P

Brief Description of the Item: \_\_\_\_\_

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Provenance (item history): \_\_\_\_\_

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**Item:** \_\_\_\_\_

Date/Year Range: \_\_\_\_\_ Value: \$ \_\_\_\_\_ Condition (**Coll. Manager Only**): E G F P

Brief Description of the Item: \_\_\_\_\_

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Provenance (item history): \_\_\_\_\_

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Item: \_\_\_\_\_

Date/Year Range: \_\_\_\_\_ Value: \$\_\_\_\_\_ Condition (Coll. Manager Only): E G F P

Brief Description of the Item: \_\_\_\_\_

\_\_\_\_\_

Provenance (item history): \_\_\_\_\_

\_\_\_\_\_

Item: \_\_\_\_\_

Date/Year Range: \_\_\_\_\_ Value: \$\_\_\_\_\_ Condition (Coll. Manager Only): E G F P

Brief Description of the Item: \_\_\_\_\_

\_\_\_\_\_

Provenance (item history): \_\_\_\_\_

\_\_\_\_\_

Item: \_\_\_\_\_

Date/Year Range: \_\_\_\_\_ Value: \$\_\_\_\_\_ Condition (Coll. Manager Only): E G F P

Brief Description of the Item: \_\_\_\_\_

\_\_\_\_\_

Provenance (item history): \_\_\_\_\_

\_\_\_\_\_

Item: \_\_\_\_\_

Date/Year Range: \_\_\_\_\_ Value: \$\_\_\_\_\_ Condition (Coll. Manager Only): E G F P

Brief Description of the Item: \_\_\_\_\_

\_\_\_\_\_

Provenance (item history): \_\_\_\_\_

\_\_\_\_\_

Item: \_\_\_\_\_

Date/Year Range: \_\_\_\_\_ Value: \$\_\_\_\_\_ Condition (Coll. Manager Only): E G F P

Brief Description of the Item: \_\_\_\_\_

\_\_\_\_\_

Provenance (item history): \_\_\_\_\_

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