

Dickinson Museum Center

Potential Acquisition Donor Questionnaire

Objects offered to the Dickinson Museum Center/Joachim Museum's collections will be considered by museum staff and the collections committee of the board of directors of the Southwest North Dakota Museum Foundation. Decisions are based on how well the materials adhere to the mission and purpose of the museum and acquisition criteria contained in the museum's collection policy. Please complete this form in as much detail as possible so the museum will have adequate information to make a decision about the potential acquisition (continue on additional pages if necessary).

Last Name		First Name		Middle Initial	Today's Date
Address				Telephone and Best Time to Call	
City	State	Zip	E-Mail		
Are you the legal owner of the items being offered?					
Yes		No		If no, who is?	
1. Please describe the items you wish to donate. Include the estimated age, size, and condition of each item.					
2. Write as much history of the items that you know: where/when/why/how the items were acquired and used; previous owner's names; relationship between owners; and most importantly, any personal stories about the items. Why are they unique and/or significant to the history of Southwest North Dakota?					
Please return this form and a photograph of item(s) to: Collections Manager Dickinson Museum Center 188 Museum Drive East Dickinson, ND 58601 or e-mail form to: info@dickinsonmuseumcenter.org			For Office Use Only: Received by: _____ Date Received: _____ Recommendation: _____ Final Disposition: _____		