

**Besser Museum for N.E. Michigan**

491 Johnson St., Alpena, MI 49707

(989) 356-2202

**Artifact Donation Application**

**Contact Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Item Information**

*(Note: Additional applications may be required if you are considering donating multiple items.)*

1.  Object(s): \_\_\_\_\_  Photograph(s)  Archival Material(s)

2. Item Description & History (e.g., key characteristics, manufacturer, date made, date used, history of use/ownership, condition, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Dimensions: \_\_\_\_\_ High \_\_\_\_\_ Wide \_\_\_\_\_ Deep Other: \_\_\_\_\_

4. Photos of the item are attached:  Yes  No

5. Where was this item used/created?  Alpena County  Michigan Other: \_\_\_\_\_

6. Why do you believe that this item should be given to a museum and made available to the public? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Philanthropic Support**

Accessioning an item into a museum's collection carries with it real costs for the institution. These costs include, but are not limited to, appropriate storage boxes or containers, conservation, staff time relating to researching, cataloging, and accessioning the item, as well as the ongoing care and maintenance of the object. Are you willing to discuss giving the Besser Museum for Northeast Michigan a monetary gift with your donation to defray these costs and/or endow the collection?  Yes  No

**Title to Item**

The undersigned warrants and represents that he/she owns the item in question, free of the claims of others, and possesses the full authority to donate or otherwise dispose of the item.

**Submitted by:**

**Received by:**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_