

Donating an object to the American Museum

Thank you for considering the American Museum for your object donation. The Museum welcomes offers of material to its collections in line with our collections development policy and mission statement:

The mission of the American Museum & Gardens is to stimulate and inspire people of all ages in order to further their understanding of the richness and complexity of American culture and, by extension, the history of the United States.

What should I do?

- Only the Museum's Acquisitions Committee can formally accept an object into the collection. It is important, therefore, that anyone offering an item to the collection follows the steps below and does not bring items to the Museum without prior arrangement with a member of staff.
- To enable our Acquisition's Committee to make an informed decision about whether to accept an item we ask that potential donors provide as much information about their object(s) as possible.
- The 'information we need from you' section below sets out what information the committee require in order to consider your object(s) for our collection.
- A picture is worth a thousand words. Please enclose/attach photographs alongside this information if possible.

What will happen next?

- The Museum's Acquisition Committee makes the final decision about whether an object is to be accepted in line with strict criteria; including geographical, ethical and legal issues.
- It may be that your donation is exactly what we have been looking for. If it fits in with our collections development policy, is in good condition, and has a full history, it may well be accepted into our permanent collection.
- It may be that for a variety of reasons we cannot accept your offer. Please do not be offended. We may already have a similar example in the collection. It could be that your object is simply too big, or that it is of a type that we do not collect.
- Alternatively, your object may be useful for our education groups, in which case (with your permission) it would *not* be accessioned into the permanent collection, but would form part of our valued handling collection for learning sessions.
- Please note: even if your object is just what we are looking for, it may not be put on display for some time, or all of the time. The Museum cares for thousands of objects: exhibitions or changes to displays have to be carefully planned, often years in advance.
- Please bear in mind the Museum will only accept objects which, at a minimum:
 - Are of American origin or strong association
 - Supplement existing collections
 - Fill gaps in existing collections
 - Can add to the study collection
 - Are in excellent condition

The information we need from you

Please try and give us as much information as possible about the object(s) being offered. Including:

1. What is being offered?
2. Why is it being offered?
3. What can you tell us about its origins?
4. How old is it?
5. Where was it made?
6. Who made it?
7. What condition is it in?
8. What is it made from?
9. What size is it?
10. How easily could it be brought to the Museum?
11. Are you the owner? If not, please tell us who the owner is.
12. How was it acquired by the current owner?

Where to send this information

Please send the information and photographs as outlined above to: curator@americanmuseum.org

Or:

The Curator
American Museum & Gardens
Claverton Manor
Claverton
Bath
BA2 7BD

Please be sure to include your contact details so we can contact you with regards to the outcome of your enquiry (your full name, address, telephone number, and email address).

Please note:

- Our preferred method of contact is via email. The maximum file size of all attachments should not exceed 20mb.
- The Museum does not provide valuations of objects.
- Please do not send us any original items in the post. All material received in this way will be posted back by return.

Personal contact details collected via this form will be handled in line with Museum's privacy policy, available on the Museum's website.

Other ways to support the American Museum & Gardens

There are a number of other ways you can help support the American Museum & Gardens throughout the year.

Membership

Come and enjoy the American Museum & Gardens throughout the year by joining our membership scheme. You'll enjoy free access to the museum during normal opening hours, a copy of the museum journal, and opportunities to bring along family and friends to help care for and share in this special place.

Contact our Membership Office on 01225 823010 or email membership@americanmuseum.org

Donation

It costs £3,425 a day to run the Museum, but we receive no UK or US government funding. That's why we are totally dependent on the generosity of individuals and organisations for the Museum's survival. Your support can ensure we can continue to welcome you as a visitor and offer an exciting range of exhibitions, events, lectures, and learning programmes.

Please have a look at our Give a 'Gift Today' page on our website, call 01225 460503 or email enquiries@americanmuseum.org

Volunteering

Get even closer to the Museum and volunteer with us. You'll make new friends, try new things, and share in a journey through the history of America.

Contact our Volunteers Manager on 01225 82307 or email volunteering@americanmuseum.org