



HERMITAGE
museum & gardens

7637 North Shore Road
Norfolk, VA 23505
(757) 423-2052

www.thehermitagemuseum.org

Donation of Objects

The Hermitage Museum welcomes the donation of objects that will complement and fulfill our current collections. As outlined below, the Museum follows a policy of selective acquisition. Each donation request is thoughtfully considered by the Museum Curators, the Director, and appropriate governing committees to determine if the gift is in line with the specific criteria for the acquisition and acceptance of donations, as outlined in the Museum's Collections Policy; any object accepted into the Museum's collection should be consistent with the institution's mission, be relevant, and be properly cared for.

If you are interested in making the gift of an object to the Hermitage Museum, please fill out this form and return to the appropriate museum professional:

Curator of Collections, Lindsay Neal, lnal@thehermitagemuseum.org
7637 North Shore Rd. Norfolk, Virginia 23505

Please note: Due to restrictions of limited funds, storage space, or concerns of an object's required preservation needs, only inquiries which are of specific interest and in line with these criteria will be considered.

Name/Donor(s): _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

The above named donor(s) hereby certify that ***he/she/they possess clear and unrestricted legal title to the object(s) described in the attachment to this Agreement and hereby relinquish all right, title, and interest in the same object(s) for the purpose of making an unrestricted gift of the object(s) to The Hermitage***

Museum & Gardens. As outlined in the Collections Policy of the Hermitage Museum, which is in accordance with the American Alliance of Museum's ethics and best practices for collections management, all donations are considered **outright and unconditional** gifts to be used at the Museum's discretion.

Purpose: The Mission of The Hermitage Museum & Gardens is to preserve the distinct beauty of its natural environment; conserve and share its multi-cultural collection; promote and educate to inspire an appreciation for art and nature; and cultivate a spirit of stewardship while paying tribute to its rich legacy.

Museum collections are used for exhibition, research, and other educational purposes.

Acquisitions/Donations: The Museum follows a policy of **selective acquisition**. Any Object(s) acquired by whatever means must have a clear connection with and be supportive of the Museum's Mission. The Museum may acquire Object(s) through gift, donation, and bequest, as well as other lawful means. Restrictions of limited funds, limited space, expense of preservation and conservation, and the Museum's emphasis upon preservation of its resources make unlimited acquisition unfeasible. Completion and submission of this document by, or on behalf of, the donor(s) confirms that the donor(s) has read the following criteria, agrees to the terms of the donation, and confirms that the Object(s) meets the Museum's guidelines for acquisition:

- ☐ 1. related to the Museum 's Mission and its strategic goals
 - a. related to other Museum Property,
 - b. formerly owned by or related to the Sloane family, or
 - c. enhance interpretation of the Hermitage;
- ☐ 2. in acceptable condition and of permanent and durable material and construction;)
- ☐ 3. of established and unquestioned provenance;
(*recent appraisal and/or proof of ownership accompany this document*)
- ☐ 4. is within the Museum's capability to provide adequate conservation, care and maintenance;
and
- ☐ 5. the Museum's current intent is to hold the Object permanently or for as long as the Object retains physical integrity or usefulness.

Acquisition Terms: Please review the following terms for Museum acquisitions:

1. The item(s) must be consistent with and relevant to the stated purpose and mission of the Museum.
2. Consideration will be given to the Museum's ability to provide proper care and storage for any artifact. No item(s) will be considered for acquisition if future care and preservation needs exceed the Museum's resources.
3. Items must have clear title and be free of copyright restrictions.
4. Donors must provide verifiable record of authenticity and provenance for all proposed donations. The Museum will make every effort to ascertain that items offered are not stolen, wrongfully converted, or acquired under false pretenses. The Museum is bound by international antiquities and federal endangered species laws. Foreign antiquities must have documentation indicating that they were exported from their country of origin prior to the

1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property. The provenance of acquired items shall be a matter of public record. The museum may only acquire works of ivory within the U.S. and only if the object has clear, unquestionable and proper documentation, is at least 100 years old, and was not sold or modified with questionable ESA-listed species materials after February 26, 1976.

5. If the Museum discovers that it has acquired item (s) in violation of the above statement, the Museum shall seek to return the item(s) to the legal owner or shall seek to determine the proper means of disposition through recognized authorities.
6. A 30-day review period may be requested for any proposed acquisition.
7. All acquisitions are to be outright and unconditional. The Museum cannot guarantee that objects donated will be placed or remain on display, or that they will be exhibited or stored intact as a single collection. In addition, please be aware that curatorial decisions made during cataloging of new collections may result in objects being deemed more appropriate for use in our education department or to be deaccessioned.
8. All donations to the Museum's collections are irrevocable upon the formal and physical transfer to the Museum.
9. All legal instruments of conveyance and warranty of title, signed by the donor/seller/agent setting forth an adequate description of the items involved and the precise conditions of the transfer shall accompany all acquisitions.
10. All acquisitions by gift or bequest to the Museum will remain in the possession of the Museum for as long as they retain their physical integrity and authenticity, and as long as they remain useful in the fulfillment of the Museum's mission.
11. Federal law prevents the Museum from providing appraisal values for donated items. Donors are responsible for appraisals of value prior to donation request. Donations are fully tax deductible within IRS guidelines. Please consult your tax advisor. The museum will issue a letter of verification confirming acceptance of your donation, but monetary valuations must be issued by a professional appraiser.

Upon submission of this form, consideration of the Object(s) must be found by the Collections Committee, and any other relevant Museum Board Committee with jurisdiction, to be consistent with the aforementioned criteria. The Committee(s) will review the information and requests. As part of this review process, the Committee(s) will also consider whether or not the Object(s) could better be placed at or with another organization and concluded that acceptance of the Object(s) is consistent with **applicable laws and professional ethics**.¹ If the Object(s) is/are found to be in accordance with the Museum's policies and procedures, the Object(s) may be accepted as a donation. The

¹ If an Object is made, either in part or wholly composed, of questionable materials (i.e. ivory, other animal, or hazardous materials such as lead or mercury, etc.), then national regulations and ethics will ultimately govern:

In 2013 increased protection of the Endangered Species Act (ESA) and Convention of International Trade in Endangered Species of Wild Fauna and Flora (CITES) was implemented. Due to the increased regulations, federal laws prohibit the commercial importation, purchasing, or selling of ivory. Ivory may only be traded, sold, or purchased for non-commercial transactions, only if the Object(s):

1. has not been sold after February 2, 1976

2. Is at least 100 years or older in age

3. Has not been repaired or modified with any endangered species materials after December 27, 1973

4. has not been purchased illegally; was imported through a designated endangered species "port," in accordance with the September 22, 1982 designated list of ports: Boston, New York, Baltimore, Philadelphia, Miami, San Juan, New Orleans, Houston, Los Angeles, San Francisco, Anchorage, Honolulu, and Chicago.

Documentation accompanying such objects must satisfy the above-listed criteria. Otherwise, the Object(s) cannot be considered for donation. See attachment on page 8 of this document for more information and guidance on issues of collecting ivory.

aforementioned donor(s) will be contacted if the Object(s) has/have been reviewed and the Museum seeks acceptance of the Object(s) upon approval by the Museum's Director and Board of Directors.

In signing this Donation request, you confirm that you have read the terms and guidelines for gifts of objects to the Museum.

_____ Signature of Donor(s)	_____ Date
_____ Printed Name of Donor(s)	_____ Date

Next, please complete the accompanying Donor Questionnaire in order for the Donation Request to be processed and considered. Please supply accompanying documentation. For your privacy, the Museum will not share or release any information contained within this request. All information is confidential.

DONOR QUESTIONNAIRE

Please answer as many questions as you are able concerning the Object(s). Please include documentary evidence of an object's history including, but not limited to: a dated bill of sale or sales receipt, will, inventory, auction catalogue, published reference, exhibition record, correspondence, photograph or, in exceptional cases, if documentary evidence cannot be obtained, a signed statement from the donor or vendor that confirms the accuracy of the account. Proof of such documentation will be needed before the acquisition review process can be initiated.

Do not send items at this time. All donation requests must be made in advance and in physical consultation with museum professionals. We cannot accept actual artifacts for donation without prior review and consultation.

Object name or description:

Donor's Name: _____

Donor's Address: _____

Phone Number: _____

Email address:

When did you acquire this object?

How did you acquire it? _____ Purchase _____ Inheritance
 _____ Gift _____ Found
 _____ Other _____
 (please explain)

Do you have documentation for proof of purchase?

From whom did you acquire it?

Name _____

Relationship

Place _____

Who were the previous owners, if any? Relationship? _____

Name _____

Birthdate _____ Place of Birth _____

Marriage Date _____ Spouse _____

Children _____

Death Date _____

Where Lived _____

Occupation _____

How did they acquire it? _____

How was it used? _____

Who used it? _____

Where was it used? _____

When was it used? _____

Who made it? _____

Where Made/Purchased? _____

When Made/Purchased? _____

What materials is it made of? _____

Does the Object contain questionable materials (i.e. ivory, bone, animal, or hazardous materials)?

Was the Object ever altered, broken, and/or repaired? If so, when or where was restoration and/or conservation done? Who did the restoration and/or conservation? What materials were used to repair it? _____

What (additional) documents (such as photographs, letters, bill of sale, maker's notes, newspaper articles) do you have or are you aware of related to the Object? _____

Are you able to provide copies of such documentation with your donation? _____

If your gift includes a photograph(s), please describe the event or the people it depicts and/or the place and date it was taken: _____

Additional comments, memories or stories about the Object:

Appropriate credit to the donor(s) will be given in a manner consistent with Museum policies and practices. If anonymity is desired, please indicate here with your initials (this does not affect the review of your request): _____.

If any of the above information is used in exhibition labels or publications created by the Museum, how do you wish to be acknowledged?

Named_____ Remain anonymous_____ Be otherwise acknowledged_____

Please state EXACTLY how you would like to be acknowledged:_____

If in the future the Object(s) are deemed unusable by the Museum in accordance with its de-accession and disposition policies, please indicate your preference for disposition of the Object(s):

- ☐ The Museum may sell the Object(s)
- ☐ The Museum may exchange the Object(s) with or donate the Object(s) to another non-profit organization.
- ☐ The Museum should make a good faith effort to locate the donor(s) or their heirs or successors and offer to return the Object(s) before other disposition.

By completing, signing, and submitting this document, I confirm that all information presented is true and factual. I have read and agree to the aforementioned guidelines for Museum donation requests.

Signature

Date

Printed Name

Date