



# DONATION FORM

Thank you for your interest in donating materials to the San Diego Archaeological Center (SDAC).

To assist us in our review, please fully describe your proposed donation by including information about the type, size, condition, and other related and relevant information. Please attach catalogs, field notes, photographs, or photocopies of the materials when possible.

Please do not send the original materials you wish to donate to the SDAC **without proper instruction** and notification to do so. Any materials donated in this manner will be returned to the sender or disposed of if the sender's information is not available. Please email this completed form to [collections@sandiegoarchaeology.org](mailto:collections@sandiegoarchaeology.org)

Someone will contact you within 30 days of your submission.

## DONOR INFORMATION

|                 |
|-----------------|
| Name            |
| Mailing Address |
| Phone Number    |
| Email Address   |

## DESCRIPTION OF MATERIALS

|                                                                                                   |
|---------------------------------------------------------------------------------------------------|
| Brief description of donation:                                                                    |
| Time period of donation:                                                                          |
| When/how were the items acquired? (Include a description of how they were collected and by whom.) |
| How are the items relevant to San Diego County archaeology?                                       |
| Any other comments regarding this potential donation?                                             |

☐ Additional listing/photographs/catalogs attached.



## DONATION CONDITION

What condition are the items in? *Check all that apply.*

- ☐ CRUMBLING
- ☐ CRACKING
- ☐ DISCOLORATION
- ☐ MOLD/MILDEW
- ☐ PEST DAMAGE
- ☐ RIPS/TEARS
- ☐ NONE

*Additional comments regarding conditions of donation:*

The donor agrees that the following is true:

- The donor is the lawful owner of the collection, has the authority to make the gift and is willing to transfer all associated rights of the donor within 60 days of acceptance by the SDAC.
- The donor is willing to certify that the donation materials have not been obtained in violation of any local, state, national or international laws pertaining to natural or cultural material.
- There are no encumbrances upon the collection.
- The donor acknowledges that the donation becomes irrevocably the property of the SDAC and may be displayed, stored, maintained, and disposed of as deemed appropriate.
- The donor acknowledges that the collection may be reproduced in any media including photographs, video, note cards, posters, publications, clothing, electronic media, digital and computer images.
- The donor agrees that the objects are in accordance with the SDAC Mission and Code of Ethics and will not cause an undue burden on SDAC resources.
- The donor must be willing to sign a Deed of Gift upon acceptance of the donation.

**Donor Signature:**

**Date:**