

Artifact Donation Information

• **NAME** _____

• **ADDRESS** _____

• **PHONE (during business hours)** _____

• **EMAIL** _____

- List the artifact(s) in the donation? (Please be as specific as possible include names, dates, physical description etc. Larger quantities of artifacts can be summarized.)

- What is the artifact’s historical significance to McHenry County? (Who made it? Who did it belong to? How was it used?)

- What is the general conditions of the artifact(s)? (Is it damaged, stained?)

Please provide measured or estimated dimension in H x W x D for large artifacts, such as furniture.

Submit a photo of the artifacts. If possible, please attach one or two images of the item(s) you hope to donate to MCHS in your email. Images that capture key features or document the condition of the items(s) are preferred. Once your completed form is received, it will be reviewed by the curator and you will be contacted within a week following receipt of this form. If your donation is accepted for the collection, you will be asked to sign a Deed of Gift form in which you give MCHS legal possession of your donation. All donations will be outright and unconditional.