



Date:

## Offer of Materials

Thank you for your consideration in donating materials to the Wing Luke Museum. The Museum collects, documents, and preserves artifacts, archival material, photographs, and art from the Asian American, Native Hawaiian, and Pacific Islander community and public at large, as it relates to the Museum's mission.

Please complete this form as best as possible to share information about your potential donation to the Wing Luke Museum. Email completed forms to [collections@wingluke.org](mailto:collections@wingluke.org), or call 206.623.5124 x 117. Please attach photographic images of each item, if possible.

### **Contact information**

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

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

### **Donation materials: Description**

Description of materials (include date/date range if possible):

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When, how, and from whom did you acquire these materials?

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### **Donation materials: Story**

*Please share as much context as possible about your materials, it is known and applicable.*

What are historical, cultural and/or personal significance of your materials?

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Date:

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When, how, and where were these materials used?

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What significant places are associated with these materials?

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***Donation Process***

Do you have any time sensitivities regarding this potential donation?

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**Please note that submission of this form does not guarantee formal acceptance of material(s) into the Wing Luke Museum's permanent collections.**

All proposed donations are reviewed by Wing Luke Museum staff on a monthly schedule. Special consideration is given towards the donation's alignment with the Museum's mission, Collections' policy, and condition, in addition to its storage, care, security, and preservation needs.

Upon agreement, the Collections Manager will begin the accessioning process with the donor.