

DONATION QUESTIONNAIRE

*The history of an object provides valuable information for research and interpretation. Please take a moment to answer as many of the following questions as possible. A separate and individual questionnaire is required for each artwork being donated. **Please attach either a digital image, photograph, or slide of the art.***

Description of the proposed donation.

Artist Name:

Country of Origin:

Artist Date of Birth:

Title of Work (Spanish and/or English):

Year of Completion of Work:

Media:

Framed (if applicable):

Dimensions:

Current Known Value of Work: USD \$

How did you acquire this object?

Please be as detailed as possible (i.e. When? From who? Where?)

Please provide us with a short biography of the artist.

Can you refer the Museum to other persons who may have information about the work?

If so, please provide that information here.

Please indicate the condition of the art.

Excellent

Good **Fair**

Needs Restoration

Has the object been restored or have you (or anyone else) performed any repairs or made any changes to the object? **yes** **no** **unknown**

If so, please provide information on the repairs or changes and contact information for any restorer or conservator that may have been used.

Has the object been appraised? **yes** **no**

If yes, upon acceptance, it is requested that you provide a copy of the appraisal.

Do you have any documents or other materials related to the object? **yes** **no**
Upon acceptance, you will be requested to provide any originals, or copies, of documents relating to the artworks authenticity to the Museum of Latin American Art.

Bill of sale/receipt **yes** **no**
Certificate of Authenticity **yes** **no**
Letters or documents of historical interest **yes** **no**

Has the object ever been exhibited? **yes** **no** **unknown**
If yes, list approximate dates and locations. (Please provide any articles, catalogs or published materials referring to its exhibition or copies thereof).

Has the object been mentioned or reproduced in any publication? **yes** **no** **unknown**
If yes, list the publications. (Please provide any articles, catalogs or published materials where the work was published or copies thereof).

A donation does not require copyright, a license to reproduce, or transferability, but if and when possible, and available, is requested for purposes of publication and publicity.

Are you the copyright holder (i.e. been granted permission by the artist or the Estate of the Artist the right to reproduce the image of the work of art)? **yes** **no**

If you do not have the copyright of the work, or the copyright is not transferable, are you able to provide the contact information for the copyright holder? **yes** **no**
If yes, please do so here:

The Museum of Latin American Art accepts a stewardship responsibility for donated objects which creates a financial obligation in perpetuity. Funds from private donors must be solicited to augment the Museum's budget allocation. Will a financial contribution be available to assist the Museum with the care of this object? **yes** **no**

This information has been provided to the best of my (our) knowledge:

Print Name(s)

Date

Signature(s)

Email(s)

Address

Cell/Telephone (s)