

## 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:

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 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)