



# DONATION/GIFT Intake Form

This form must be signed and completed at the time of original inquiry; a copy of the completed form will be provided for you. No donation and/or gift will be considered for formal accession unless it meets the NJAHS's criteria of collecting as stipulated in the Collection Policy (section 4.6). The NJAHS will not accept unsolicited drop-offs or gifts without any prior arrangement with a NJAHS representative.

## GENERAL INFORMATION

Name of Donor / Giver	
Organization / Company (if applicable)	Email
Mailing Address	Daytime Telephone Number (        )
City / State / Zip	Evening Telephone Number (        )

## TYPE OF DONATION/GIFT

- OBJECT (eg. artwork, sculpture, artifact)       ARCHIVE (eg. personal letters, documents, diaries, Oral History, transcripts)  
 LIBRARY (eg. books)       MEDIA (eg. DVD, VHS, CD-Rom, Audio CD)  
 OTHER (Please be very specific): \_\_\_\_\_

## DONATION/GIFT INFORMATION

Reason for Donation/Gift
Description of Donation/Gift
Provenance Information (please be specific, including prior owners and how long you have had this object in your possession)

**By signing below, you claim legal ownership and have the authorization to donate the above object, including any object listed on the reverse (if applicable). Please allow up to 14 business days from today's date for the purpose of review regarding possible accession into the NJAHS's Permanent Collection and/or Archives, after which you will be contacted by a NJAHS representative.**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

## NJAHHS OFFICE USE ONLY

Received by NJAHS Representative: _____
DATE / Submission via:
<input type="checkbox"/> Email [Received ___/___/___] <input type="checkbox"/> In-Person [Received ___/___/___] <input type="checkbox"/> Standard Mail [Received ___/___/___]