

1.How to Donate an Object to the Museum:

We have great interest in acquiring objects that will help us promote our mission. If you have an item that you believe would enhance the collections, and you would like to donate it to the museum, please take the time to read this guide.

2.Tell Us About It Before You Bring It in to Us

To help us better assess your proposed donation and how it can contribute to our mission, we ask you to complete and return to us a **Donation Form**, available on line at museum@clevelandhungarianmuseum.org.

3.Photographs of the object(s) are very helpful and also appreciated.

4.Please wait until you hear from us before you bring the item(s) to the Museum.

The more accurate information you can give us about an item you wish to donate, the better we'll be able to understand its significance and interpret it for the education of the public.

5.Please Understand That We Can't Accept Everything

The museum's collections deserve the best care we can give them, and yet our resources are limited. We must beware of accepting more objects than we can properly care for. Therefore, we will be most likely to accept your donation for the collection if:

- it has a clear connection to the museum's mission;
- it doesn't duplicate objects already in the collection; and
- it is sufficiently well documented that we can interpret it usefully for the public.

6.Furthermore, not everything we do accept will necessarily go on permanent exhibit.

Our collections include items used for research and for public education programs, as well as those displayed in the galleries. Finally, all artifact donations must be approved by the Curator of the Museum.

7.Have It Appraised If You Want A Tax Deduction

Your artifact donation may be tax-deductible. However, to ensure the appropriate value of your deduction, the piece must be properly appraised.

8.We cannot appraise proposed donations for you. We are not qualified appraisers, and we are not allowed to appraise. You can obtain references to qualified appraisers through the International Society of Appraisers (www.isa-appraisers.org).

9.If you have questions or you think that you do have something for us, please contact: call at 216-523-3900 or e-mail at museum@clevelandhungarianmuseum.org