



### Three Easy Steps

1. Print out form
2. Fill in all questions
3. Make an appointment with our

#### Research and Records Committee

Telephone 603-883-0015 or

Email: nashuahistorical@comcast.net or

Fax at 603-889-8515

Accession Number \_\_\_\_\_

(For staff use only)

### DONOR DOCUMENTATION WORKSHEET

Donor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Donor Address: \_\_\_\_\_

\_\_\_\_\_

1. What is the object being donated? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How and where did you obtain the object? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. If a photograph, please describe the event/the people/or place it depicts. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. If you know the name of the photographer, please list his/her name and address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. If the photographer is deceased, do you know his/her date of death? If so, please list it. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Was the object ever altered, broken, and/or repaired? If so, do you know who repaired it?

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7. Do you have any personal memories or stories about the object that you would like the Nashua Historical Society to know?

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8. If any of the above information is used in exhibit labels or publications created by the Nashua Historical Society, would you like to be named, \_\_\_\_\_ remain anonymous?\_\_\_\_\_

Please write **EXACTLY** how you would like to be acknowledged? \_\_\_\_\_  
\_\_\_\_\_

9. If the Nashua Historical Society's Collections Committee does not accept your donation, would you like the item(s) returned to you? \_\_\_\_\_

Would you like The Nashua Historical Society to de-access the item(s)? \_\_\_\_\_

This allows the artifact(s) to either be given to other historical societies or museums, or to be used to raise funds to purchase items for The Nashua Historical Society's collection.

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note: Because The Nashua Historical Society cannot exhibit its entire collection at once, and makes changes from time to time, it cannot promise the permanent exhibit of any object. Those not on public exhibit, however, are almost always available for research and study.**

**Please use back of form if you need to write additional information.**