



Donating to the Collection

The Venice Museum & Archives is unable to accept donations of materials into the collection, at this time, due to a lack of available storage space. VMA staff is working toward a solution and will contact prospective donors when collecting activities can resume.

**If you are interested in donating items to the collection,
please do the following:**

- 1. Fill out the Proposed Donation form (on the reverse side of this sheet) with your contact information and a description of the item(s). Photos are helpful to include and can be emailed to the VMA curator at mharm@venicegov.com.**
- 2. Give the completed form to a VMA volunteer, who will make a photocopy of the completed form for you.**

The item(s) must meet the following criteria:

- Are owned by you and not by someone else**
- Relate in a significant way to the history or prehistory of Venice, Laurel, Nokomis and/or Osprey**
- Are in good condition (with no extraordinary conservation needs); can be adequately stored and cared for by the museum**
- If accepted by the VMA, the donation must be free of donor-imposed restrictions**

Items that are an unnecessary duplication already in the museum's collection or for which the curator anticipates no foreseeable use for exhibition, research, education, or exchange, will not be accepted.

Items may be DISCARDED if left here WITHOUT DONOR CONTACT INFORMATION or abandoned at the front door.



Proposed Donation to Collection

Thank you for your interest in donating to the Venice Museum & Archives. If you have documents, images, or objects that you believe would complement our collection and would like for us to review them for possible acquisition, please fill out the information below. This will help the curator and director during the review process.

Please do not leave item(s) you wish to donate to the museum at this time.

PLEASE PRINT

First name: _____

Last name: _____

Email address: _____

Phone: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Description of item(s). Please include quantities and be as specific as possible, such as names of people, locations, events, dates, physical description, and any other information you can see by examining the item(s).

What is its historical significance? For example: Who made it? Who did it belong to? How was it used?

How big is it? Please provide measured or estimated dimensions in H x W x D; if items are boxed, provide the box dimensions.

What condition is it in (excellent, good, fair, poor)? For example, is it damaged? If so, please describe (stained, missing parts, torn, dented, flaking, etc.)

Do you own the item(s)? _____ Yes _____ No _____

If possible, **please attach 1 or 2 images of the item(s)** you would like to donate to the museum. Images that show key features or document the condition help us evaluate donation offers. Photos (if not attached) can be emailed to the curator at mharm@venicegov.com.

Please allow 3-6 weeks for this form to be reviewed and for a decision to be made regarding acquisition before VMA staff contacts you. If you have any questions, please call Michelle Harm, Curator, at 941-486-2487 or email mharm@venicegov.com.