



Moses Lake Museum & Art Center  
**Donor/Lender Information Form**

Thank you for considering making a donation/loan to the Moses Lake Museum & Art Center. The museum collections are made up of donations from Columbia Basin residents and enthusiasts, and we rely upon people like you to help us protect and present local history.

Due to space and care requirements, we must consider every donation very carefully. Such a decision may be affected by the item's connection to our mission, whether it duplicates objects already in the collection, and whether there is sufficient documentation to interpret it usefully for the public.

We will review your answers to the questions below, and contact you.

**\* If your DONATION is accepted into the collection, we will provide a *Deed of Gift* which must be completed to finalize the donation.**

**\* If your LOAN is accepted for temporary display, we will provide a *Temporary Loan Receipt*.**

**Please DO NOT drop off your items or mail them to us.**

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Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**1) Please Check One:**

Are you DONATING

Are you LENDING

**2) What artifacts are you offering to donate/loan to the Moses Lake Museum & Art Center?  
Please describe, including measurements.**

**3) Do you own the object(s) and do you have the right to donate/lend it to the museum?**

YES             NO

The museum's mission statement guides us to collect, preserve, and exhibit the diverse culture, heritage and history of Moses Lake and the Columbia Basin for the education and enjoyment of the public. Please answer the following questions as completely as possible.

**4) What is the history of these materials and how are they related to the history of Moses Lake and the Columbia Basin? Who owned them? Why were they important?**

**5) When and how did you acquire these items?**

**6) Are the materials damaged or worn? If so, how extensively?**

**7) Why is it important to you that the museum preserves these items/or uses them in an upcoming exhibit or program?**

**8) The Moses Lake Museum & Art Center relies upon membership support from people like you, which helps to defer the cost of collections management and exhibit production. Are you currently a museum member? Would you consider giving a monetary or in-kind donation?**

Please attach 1 or 2 images of the artifact(s) you wish to donate/lend.

When complete, please email the form and images to Ann Schempp [aschempp@cityofml.com](mailto:aschempp@cityofml.com) or send via mail to Moses Lake Museum & Art Center, c/o Museum Curator, 401 S. Balsam Street, Moses Lake, WA 98837.