



NATIONAL
HELLENIC
MUSEUM

Considering Artifact Donation? THE NHM COLLECTIONS PROCESS

1. GATHER INFO

Museum Collections Department staff members interview the donor for more information about the history and condition of their item(s).

2. ASSESSMENT

A Collections committee evaluates how each item fits into existing collections and assesses the Museum's capacity to properly store and care for the item.

3. DECISION

Museum staff discuss their assessment with the donor and decide whether or not the item(s) will be added to the NHM Collections.

4. TRANSFER

If accepted, Museum staff works with the donor to bring item(s) into the archives and complete a *Receipt of Temporary Transference*.

5. PROCESSING

A *Deed of Gift* document is completed and the item(s) are formally accessioned into the NHM Collections.

6. PRESERVATION

Item(s) are properly stored to ensure lasting preservation – which comes at a rising cost. Staff on the NHM Collections team use industry standards and best practices to conserve and preserve each donation.

7. LEGACY

Item(s) are cataloged and described in the NHM Collections database. Item(s) may be displayed in exhibits, used in educational programs, or studied for research purposes.

FREQUENTLY ASKED QUESTIONS

What kind of items should I donate?

The Museum is especially interested in collecting artifacts and archives that reflect the Greek American experience throughout the United States. When evaluating potential donations, the NHM looks for items that reflect stories of immigration, Greek American culture and religion, family history and genealogical data, and portrayals of work and home life.

Can I mail or drop off a donation?

The Museum does not accept donations through the mail or in person unless prior arrangements have been made with the appropriate curatorial or Collections staff member.

Where else can I donate?

Once we meet with you, we may recommend that your item be given to other local museums, historical societies, shelters, nursing homes, or veterans organizations.

Will I be able to see my items on display?

The Museum cannot guarantee that any items donated will be exhibited. Artifacts and documents are regularly rotated in and out of exhibitions, so they can be better protected from the elements that may cause damage and/or deterioration. We also rotate artifacts to increase access to the many objects in our collections.

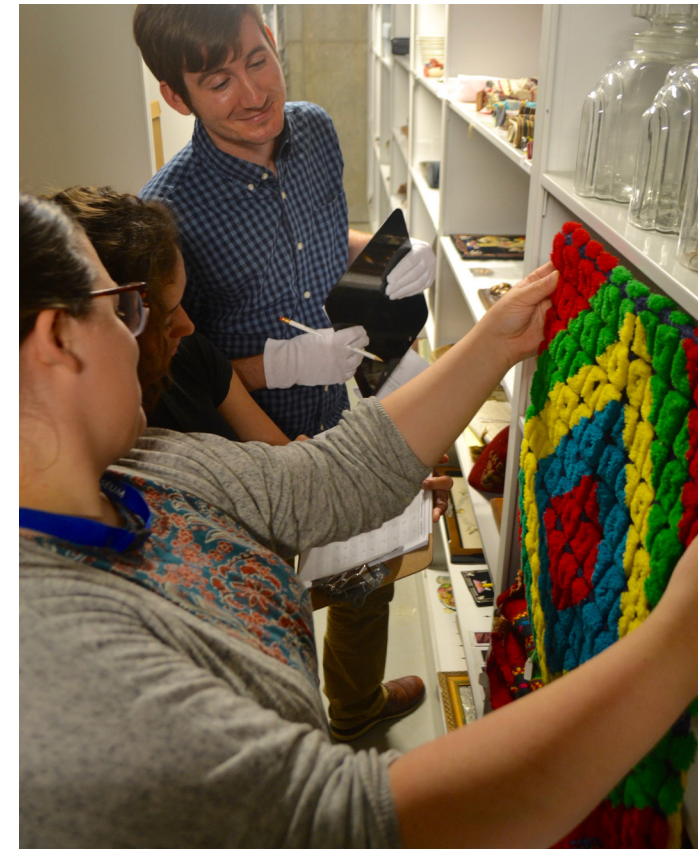
Can you appraise my items?

We cannot provide appraisals of the monetary value of materials proposed for donation or for any other reason because the Internal Revenue Service regards museums and libraries as interested parties.

If I donate items to the Museum, will they be returned to me at my request?

Once the Museum accepts your donation for the collection, you will be asked to sign a Deed of Gift, which legally transfers ownership of the materials to the Museum. We cannot return these accessioned collection materials to donors. However, if at any time you would like to see your items, we are more than happy to accommodate you in any way we can.

NATIONAL HELLENIC MUSEUM COLLECTIONS & ARCHIVES



333 S. Halsted Street
Chicago, IL 60661
312-655-1234
nationalhellenicmuseum.org



NATIONAL
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THE NHM COLLECTION

At its heart, the National Hellenic Museum is dedicated to holding significant memories of the Greek American experience and Hellenic legacy. We use stories to teach about who we are as a community through these preserved artifacts. The NHM Collections & Archives have a significant place at the center of our past, present, and future.

The National Hellenic Museum accepted the first artifact into its Collections in 1993 - a dowry cedar chest that is currently on display in the core exhibit, *The Greek Story in America*. Since then, the NHM Collections have grown to include more than 10,000 artifacts, over 100 archival collections, more than 450 oral history interviews and an extensive reference library with a significant holding of Greek American newspapers. The bulk of the museum's holdings date from 1890 - today.

The NHM Collections & Archives represent the Greek experience in America by preserving the items and artifacts that the Greek American community has carried with them, saved, treasured and eventually donated into our custody. Our job as a museum is to care for every item in our Collections, providing storage, preservation when possible, and permitting appropriate access to Museum archives for researchers and educators.

Want to learn more?

The NHM Collection is currently accessible to researchers and scholars by appointment only.

For more information about using the Collections for research or to learn about the donation process, please contact: Margaret Fraser, Collections Manager at 312-655-1234 x23 nhmcollections@hellenicmuseum.org

DONOR QUESTIONNAIRE

If you have artifacts you believe would make a valuable addition to the National Hellenic Museum, please fill out the following form and return to:

333 S. Halsted St., Chicago, IL 60661
or email: nhmcollections@hellenicmuseum.org

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

TODAY'S DATE: _____

WHAT OBJECT(S) WOULD YOU LIKE TO DONATE?

PLEASE DESCRIBE THE OBJECT(S):

WHAT IS THE CONDITION OF THE OBJECT?

The National Hellenic Museum is a nonprofit organization under Internal Revenue Code 501(c)(3). EIN# 36-3568402.

HOW DID YOU ACQUIRE THE OBJECT(S)?

- Purchase
 Inheritance
 Gift
 Found
 Other: _____

WHY DO YOU WANT TO DONATE TO THE NHM COLLECTIONS?

Due to space and resource limitations of the Museum, we cannot accept all of the items offered to us. **The NHM Collections Team will contact you to discuss your interest in artifact donation. Please allow for 2-4 weeks for processing.**

Support the NHM Collections

Collection growth and preservation goes beyond donating your family's items. Artifacts, books, manuscripts, and digital media files require special care, shelving, and preservation.

These important activities require Museum specialists to properly store, handle, and provide access to our culturally significant holdings. Please consider making a financial donation to the Collections Department to ensure our unique NHM Collections are preserved for future generations.

GET INVOLVED: Call 312-655-1234 x 28
 or email development@hellenicmuseum.org