



Collections Policy Summary

Gifts to the Collection

- Due to the reality of storage and financial limitations, the National Corvette Museum subscribes to a policy of selective acquisitions, based on criteria in the Collections Management Policy. We cannot accept everything offered to us, and strive to only accept items for which we can provide proper care and that are relevant to our mission.
- All in-kind donations made to the Museum must be in the form of unrestricted gifts. We are not obligated to permanently exhibit or retain the items, to attribute their source, or to restrict exhibition or interpretation in any way. Any exceptions must be approved by the Collections Committee at the time of donation.
- Donors **must** provide an inventory list for all gifts.
- We accept donations with the intent of long-term retention. However, our acceptance of a donation carries no promise of perpetual retention, and sometimes we find it necessary to dispose of items. Disposition of Collections objects is a rigidly controlled process, and we are obligated to do so in a way that will benefit and contribute to the Museum's Collections over the long term.

Donation Process

- All donation offers must be submitted through the Registrar. They will request that you fill out and return an Artifact Questionnaire, which provides the information that will be presented to the Collections Committee. Depending on the nature of your donation offer, the Registrar may ask you to submit additional paperwork. They will then add your offer to the next Committee agenda.
- The Collections Committee, based on criteria in the Collections Management Policy, will vote whether to accept your items into the Collections. **Any in-person, verbal, or electronic conversation with any volunteer, staff, Board member, or other Museum representative does not guarantee acceptance into the Collections.**
- The Registrar will contact you about the Committee's decision within 90 days.
 - o **If your items are accepted into the Collections:** The Registrar will notify you and guide you through the necessary paperwork.
 - o **If your items are NOT accepted into the Collections:** Some items may be appropriate for other uses within the Museum, such as educational programs, exhibit props, or reference material. We may also be interested in using items for fundraising purposes. You can choose for the items to be returned to you instead. Please notify the Registrar of the intent of your donation.

Tax Benefits & Appraisals

- Donations of items to the Museum may entitle you to certain federal income tax benefits. A qualified appraisal must be provided to the Museum for donations over a certain value in order for us to provide you with the proper documents to submit with your tax return. According to the IRS, a qualified appraisal must be made "not earlier than 60 days before the date of contribution of the appraised property." Contact the Internal Revenue Service or your tax expert for details.
- Members of our Board of Directors or staff **cannot** provide you with appraisals for tax or other purposes.

Please contact Collections Manager Katie McClurkin at katie.mcclurkin@corvettemuseum.org or 270-770-9520 with any questions.