



## Donation and Loan Guidelines

### Guidelines for Donation and Loan of Artifacts to the Museum of the Coastal Bend.

The Museum of the Coastal Bend produces and maintains exhibits and collections that enhance the appreciation and enjoyment of the heritage of the Coastal Bend region of Texas. Our curatorial staff is pleased to interact with the community regarding artifacts of established cultural value that may, in the opinion of the curatorial staff, enhance an existing or scheduled exhibit or program.

The curatorial staff at the Museum of the Coastal Bend will not assist in the valuation of any artifacts and cannot offer referrals to appraisers. Artifact owners seeking appraisals can seek assistance from the American Society of Appraisers ([www.appraisers.org/findappraiser/](http://www.appraisers.org/findappraiser/)) or the Appraisers Association of America ([www.appraisersassoc.org](http://www.appraisersassoc.org)).

If you would like to submit an artifact for consideration for donation or loan to the Museum of the Coastal Bend, please review the following guidelines.

### Artifact Donation and Loan Criteria

- ✓ The artifact must have a clear tie to the heritage of the Coastal Bend region of Texas.
- ✓ The donor/lender must be able to demonstrate clear ownership of the artifact.
- ✓ The artifact must be in reasonably good condition.
- ✓ *The artifact must be deemed beneficial to the museum's curatorial collection, exhibits or educational programs by the museum curatorial staff.*

### Curatorial Collections and Exhibits

The Museum of the Coastal Bend accepts donated or loaned artifacts for research and interpretation. These unique objects of cultural value will only be handled by trained staff in controlled settings. Artifacts in the curatorial collection are generally installed in secure cases for exhibition and scholarly research. When not on display, artifacts in the curatorial collection are secured in a climate-controlled storage area until the item is placed on the Exhibit Floor. Long-term loans (in excess of one year) to the research collection are not accepted.

The Education Collection accepts donated artifacts that are authorized by the donor for use in hands-on demonstrations both on and off museum property. Such artifacts are used in both indoor and outdoor classrooms and give students the opportunity to handle a piece of Texas's cultural heritage. Because of the natural wear and tear that is normal in these settings, the museum cannot guarantee the safety of the artifact and thus will not accept loaned items. Artifacts donated to the Education Collection become property of the Museum of the Coastal Bend.

### Submit Information about the Artifact

Please complete the **Artifact Registration Form** with detailed information for each artifact that you would like to loan or donate to the Museum of the Coastal Bend. Please attach photographs of the artifact(s). Proposed donations are evaluated by the museum's curatorial staff before consideration by the Collections Committee. Donations must be approved by the Museum Advisory Board before the donation is deemed final. Short-term loans (one year or less) are evaluated and approved by the museum's curatorial staff.