**Acquisition Proposal Form**

|  |  |
| --- | --- |
| Meeting Date: |  |
| Submitted by: |  |
| Presented by: |  |

**Committee members voting:**

**Be sure to include an image(s) of the item(s)**

**Type of proposed acquisition:**

|  |  |
| --- | --- |
| Gift/Donation | Purchase/Commission |
| Fractional Interest Gift | Bequest |
| Transfer | Exchange |
| Scientific acquisition |  |

**Acquisition Data:**

Description:

Artist/Maker/Creator/Collector Name(s):

Title(s):

Date(s):

Medium and Support:

Dimensions:

**Acquisition Questions:**

|  |  |
| --- | --- |
| Does the acquisition support current collecting priorities? | Yes  No |
| Does the acquisition support the museum’s mission? | Yes  No |
| Does the acquisition have clear legal title? | Yes  No |
| Are there works other similar objects/items already in the collection?  Are there sufficient funds and staff capacity to care for this? | Yes  No  Yes  No |
| Would the proposed acquisition enhance the permanent collection? | Yes  No |
| Any storage/condition concerns? If yes, list:  Is copyright transferred to the museum? | Yes  No  Yes  No |

**Provenance:**

**Committee member comments:**

Approved:  Yes  No