



D3 Instructions

1. Select an object for submission.
2. Complete Submission Form.
3. Complete Object Information Sheet.
4. Fill out and sign the Deed of Gift.
5. Check all that apply on the Descriptive Term List.
6. Package your object along with all forms for shipment or delivery. Use the label included in our packet.
7. Deliver!
8. Watch for a confirmation from D3 that your submission was received. We will begin to formulate a treatment plan for your object, but may have additional questions regarding your wishes.
9. The specific object process will vary for each object, but you will be kept informed about the progress of your submission until completion. Once completed you'll receive a Certificate of Destruction.
10. You will forever be included in our mailing list of events and archive exhibitions!



Submission Form

Submitted by:

Name of Legal Owner/Donor

Address

City/State/Zip

Phone

Email

Description of Object(s)	Condition	Est. Value

FOR INTERNAL USE ONLY

Case #: _____

For: _____ **Documentation** _____ **Treatment** _____ **Destruction** _____ **Other**

Reason for donation: _____

Date of issuance of donation receipt: _____

Date object received: _____

Delivery Method: _____ **USPS** _____ **Web** _____ **Drop off** _____ **Pickup**

Received Deed of Gift: Yes No

Anonymous Donor: Yes No

Client Interview

- Video
- Audio Only
- None

D3 Initial: _____



Object Information Sheet

The value of an artifact for D3's research and exhibition use is greatly increased when its provenance is well documented. To assist in our accurate recording of information, please fill out as much of the following questionnaire as possible. We understand that you may not know the answers to all of the questions, however, if you can answer any of them, even partially, it would be most helpful.

Donor Name

Date

How and when did you acquire the object(s)?

Where and from whom did you acquire the object(s)?

Do you consider the object(s) to be complete? Yes No Uncertain

Do you know of any repairs or changes that have been made to the object(s)? Yes No

Do you have any documents associated with the object(s) (photographs, drawings, letters, diaries, etc.)?

Yes No

Describe: _____

Would you be willing to donate these documents or provide copies? Yes No

Who made or manufactured the object(s)?

When and where was the object(s) made?

Who used the object(s) and how did they use it?

Why are you donating the object(s) to D3?

What is the story behind the object(s)?

On a scale from 1 to 10, how willing are you to submit this object?

most willing

1 2 3 4 5 6 7 8 9 10

most hesitant

Do you feel emotionally burdened by the object(s)? If yes, please describe why.

Do you give D3 the permission to destroy the object(s)? Yes No

Is there a particular form of destruction that you would prefer for the object(s)? Yes No

If yes, please describe.

THANK YOU FOR YOUR TIME AND EFFORT IN COMPLETING THIS FORM.

Case #:	Last Name:
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DEED OF GIFT

Donor Name

Date sent or delivered

Quantity/ Description and History/ Condition

Credit Line:

(Please write name as you wish it to be seen in any exhibition or promotional materials.)

FOR INTERNAL USE ONLY

Object Name:

Description:

Dimensions:

Condition:

Case #:

By signing this deed of gift, you set forth that the items listed above and on attached pages (if any), are donated to D3 as an outright and unconditional gift to D3, subject to the conditions on the back of this form.

Donor Signature

Date

Conditions Governing Gifts to D3

1. All donations to the collections of D3 will become the exclusive and absolute property of D3.
2. All donations will be free of limiting conditions and restrictions concerning their fair use within the normal scope of educational, archival, and exhibition activities. Items donated may be exhibited, loaned to like institutions for like purposes, preserved, conserved, stored, studied, or otherwise utilized in the best interests of D3.
3. However, for donations to which copyright law applies, this Deed of Gift conveys to D3 only those rights implicit in the fair use of affected items. In fair use, such items may be mechanically reproduced for archival preservation and record keeping purposes within D3; and may be put on the public display in exhibitions and educational programs.

Where use of copyright-protected material beyond those above enumerated rights is desired by D3, specific application for exclusive or non-exclusive license will be made to the holder of copyright. D3 will apply to the holder of copyright, for example, when it wishes to use motion picture footage or audio recordings of music or literary works; when it wishes to use images of copyright protected materials in exhibition, or in any other medium for distribution through D3.

4. The donor or donor's authorized representative, by signing the Deed of Gift form acknowledges that the donor has clear title to the objects listed on this form and is able to pass good and clear title to D3.

FOLD HERE AND ATTACH TO PACKAGE. MAKE SURE TO INCLUDE POSTAGE.

