



Archival Donation Process

Donating your possessions to the National Museum of Dentistry involves several steps. Should we choose not to accept your donation at any point in this process, unless otherwise instructed, we will return your items to you or work with you to get the items to a more appropriate repository.

- Please provide as much information about your gift offer along with photographs and your contact information either by email or through our online form. We may request more information, but you can use the “Donation Provenance” list below to guide you.
- Most gift offers can be reviewed and accepted by the Curator; some may need additional review by other museum staff depending on the size and amount of the gift. If your items are approved for consideration, a temporary receipt for the items will be issued to you upon arrival of the artifacts to the museum. While your items are in our hands, we will take the utmost care of them.
- Upon approval, a Deed of Gift agreement, which is the document that transfers legal ownership of the item(s) from you to us, will be executed. Once we receive the signed Deed of Gift agreement, your item(s) becomes part of our collection, and is officially incorporated into our programs, exhibits, storage, and activities accordingly.

Credit line and restrictions

The credit line for your donation will read “Gift of [Your Name]” if your donation is exhibited or shared online unless otherwise agreed upon in advance. You may also request that your gift be anonymous; if so, you will not be identified to the public. In order for your gift to be legal and the donor recognized, we must have on file a signed and completed Deed of Gift agreement.

According to museum policy, we **do not** accept gifts with restrictions. Any indications of limitations or restrictions to the gift offer must be discussed and agreed to by both parties prior to signing the Deed of Gift agreement.

The agreement reads as follows:

By these presents I(we) irrevocably and unconditionally give, transfer, and assign for the benefit of the Dr. Samuel D. Harris National Museum of Dentistry by way of gift, all right, title, and interests (including all copyright, trademark, and related interests), in, to and associated with my(our) knowledge I(we) have good and complete right, title, and interests (including all transferred copyright, trademark, and related interests) to give. During processing, materials found that are not within the mission and collection policy will not be accepted and will be disposed of as the museum sees fit. Such conditions would be for materials found in extremely poor physical condition; duplicative material; material damaged during shipping; restricted or private information; or a preponderance of published items, or obsolete formats. These donations will be subject to disposal or used for research, prop, or educational resources unless otherwise instructed by the donor.



Please note that:

- Restrictions may not be placed by donors or their heirs subsequent to signing a Deed of Gift agreement or another legal gift document.
- Restrictions cannot be placed on donations to the Teaching Collection or Library.
- We cannot guarantee that any archival material or group of archival materials will be exhibited or actively researched, cannot guarantee placement of any archival material on permanent exhibit, and cannot loan archival materials back to donors or their families.
- Items may be deemed more appropriate for inclusion in our Library collection.

Donation Provenance

Accurate provenance is the most important criteria for accepting gift offers. We are interested in the history of the item(s) and how it relates to the donor. To fully interpret items, we need to have as much information about them as possible. Answers to the following prompts will provide important information about provenance and whether your gift offer fits within our collecting parameters.

For us to consider your gift offer, please provide the following information along with digital photographs of the gift offer by email or through our online form:

- Name of item
- Date/Age of item
- Overall size (HxWxD)
- Maker, marks, serial number, or labels present?
- Who was the original owner (name and relationship to you, if any?)
 - Dates of the original owner? (Date of Birth – Date of Death)
 - When and where did they acquire it?
- When did you acquire it?
 - How and where did you acquire it?
- Has it been altered in any way?
- Is (Are) the item(s) bound, glued, or fastened in anyway?
- Can you deliver your donation?

To submit your possession(s) for consideration, please use our online form at archivaldonation.dentalmuseum.com or email nmd@umaryland.edu.