



601 Higgins Street  
Humble, Texas 77338  
281-713-5439  
www.humblemuseum.com

## Donation of Artifacts

The Humble Museum welcomes the donation of objects and artifacts that will further our mission of “saving the past for the future” of the Humble and Lake Houston area. Each donation is thoughtfully considered by the museum directors or governing committees.

### USE OF DONATIONS

Only a percentage of the museum’s collection can be displayed at any one time. Donated items are periodically rotated on display and periodically “at rest” in the museum’s storage areas.

### ACKNOWLEDGEMENT OF DONATION

Typically, whenever the item is used for exhibition, credit is listed. You may designate who receives credit or choose to be anonymous.

### LOANS

The museum does not typically accept items on loan. Once donated, the item becomes the property of The Humble Museum.

### QUESTIONS

If you have any further questions about this process, please contact [info@humblemuseum.com](mailto:info@humblemuseum.com)

### REASONS THE MUSEUM MIGHT DECLINE THE DONATION OF AN OBJECT

Unfortunately, some donations may not be accepted. The following is a list of four common reasons we might decline the donation of an item:

The item is out of the museum’s scope (wrong subject, geographic area, etc.)

Duplicate items are already in the museum’s collection.

Poor condition: the museum may be unable to accept items that are in poor condition, tax the museum’s conservation resources, or are too fragile to exhibit.

Large size: the museum may be unable to display larger items, or the item may exceed the museum’s limited storage space.

## SECTION 1 - Donor Information

Donor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

You may wish to donate in memory of, or in honor of, someone else. Please list here:

Credit to be given to (if different from donor): \_\_\_\_\_

## SECTION 2 - Item/Description

Please answer the following questions as completely as possible.

*Please describe and provide measurements for the item(s):*

*What is the history of the item(s) and how does it relate to the history of the Humble and/or Lake Houston area? Who owned the item? Why was it important to them?*

*When and how did you acquire the item?*

*If your donation includes a photograph(s), please describe the event or the people it depicts and/or the place and date it was taken:*

*Describe the condition of the item:*

## SECTION 3 - Receipt of Donation

Donor Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

**Thank you for your gift to  
The Humble Museum!**

Received by (print):

\_\_\_\_\_

Received by (signature):

\_\_\_\_\_

Date: \_\_\_\_\_