



United States Department of the Interior

NATIONAL PARK SERVICE

Pearl Harbor National
Memorial

Attn: Museum Technician
1 Arizona Memorial Place
Honolulu, HI 96818

PROSPECTIVE DONOR INFORMATION FOR MUSEUM COLLECTIONS

The Pearl Harbor National Memorial is grateful for the opportunity to become caretakers of objects (artifacts, letters, photographs, and memorabilia) associated with the history of this site. The Superintendent of this park, along with the curation staff, determines what is accepted into the museum collection. First, items offered by donors must fit within the *Scope of Collection Statement*, which can be found on the [park website](#). Decisions regarding new additions to the park museum collection will evaluate the number and redundancy of items in the collection, objects required for park interpretive themes, and if similar or related objects are being held by other parks and partner institutions. The park will make efforts to communicate to donors the most viable options to consider when ensuring long-term preservation and public accessibility of the donated item(s).

PROSPECTIVE DONORS SHOULD:

Contact the National Memorial's Integrated Resources Division either by mail (see above) or via email at perl_museum_collections@nps.gov.

DO NOT SEND ANY OBJECT(S) UNTIL THE PARK MAKES THE DETERMINATION TO ACCEPT THE OBJECT(S).

PLEASE DO NOT ATTEMPT TO CLEAN, WRITE ON, USE TAPE OR STICKERS, OR FURTHER MODIFY OBJECT(S), AS IT MAY DAMAGE THE ITEM AND DEVALUE ITS HISTORICAL SIGNIFICANCE. IF POSSIBLE, PLEASE STORE ITEMS IN ACID FREE CONTAINERS.

TRANSACTION BACKGROUND AND OVERVIEW:

Accessioning is the first step in the process of establishing accountability for objects received into a National Park Service collection. In the process of accessioning, the National Park Service accepts museum objects into its custody. Custody may be temporary or permanent; in either case, accessioning establishes the basis for legal possession of the object. An accession refers to a single object or a group of objects received into the museum collection from one source, under one type of transaction, on one date. Accessioning begins upon receiving the object(s) and consists of making an entry in the accession book, completing necessary documentation, establishing an accession file, and tagging the object(s).

For our purposes, we will discuss donations only, since most of the Memorial's acquisitions are of this type.

Donations are permanent and entail a transfer of ownership from you, the donor, to the National Park Service, the recipient. This transaction includes outright gifts and bequests (gift through a will). The

property must be owned by the donor, and the title of the property (as well as the copyright) must be transferred to the National Park Service. All gifts are given unencumbered with no guarantee that an object will be exhibited, used for research, or similar management.

LEGAL DOCUMENTS FOR ACCESSION TRANSFER:

At a minimum, each accession must have a *Deed of Gift* (National Park Service Form 10-830) which is a legal document signed by both parties of the transaction. You will be receiving this document for review and signature during the process, closing the transaction for the gift. Additionally, all accessions are required to have an *Accession Receiving Report* (National Park Service Form 10-95) completed. A copy of this document will be provided to the donor. In special cases, additional documents could be required.

For legal purposes, it is desirable to obtain any applicable copyrights when receiving the gift. The Copyright Act of 1976 provides copyright protection for “original works of authorship” fixed in a tangible form (material in fixed form, such as paintings/artwork, photographs, sound/video recordings and archival materials). Effective January 1, 1978, copyright property is separate and distinct from physical property and title and must be specifically conveyed in writing. Copyrights include the right to reproduce a work, to publicly display it, and to distribute copies for sale. We have a small general release in the *Deed of Gift* form, but may ask for an additional release when ownership is not clear.

TRANSFER PROCESS:

When the decision has been made to accession the gift based on the information provided in the *Questionnaire Worksheet*, two copies of the *Deed of Gift* signed by the Superintendent will be sent to the donor for completion. The donor will fill out and sign both copies. One copy will be retained by the donor for their records, and the other copy will be returned to the Memorial with the donation. (Because the *Deed of Gift* is a legal document, it must be returned to the Memorial by mail.)

The object(s) are now considered National Park Service property. The Memorial will send the donor a letter acknowledging the gift. When the donation is formally accessioned, a copy of the *Accession Receiving Report* will also be sent to the donor.

Gifts can only be accepted **unconditionally**, as stated on the *Deed of Gift* document. No guarantees are made as to how or whether a particular object will be displayed, credited, or otherwise utilized.

Gifts to the National Park Service are tax-deductible to an extent permitted by law. If desired for tax purposes, it is the donor’s responsibility to obtain a monetary appraisal of the object(s).

Finally, the Memorial may choose not to accept a donation. It may not fit within the Memorial’s *Scope of Collection Statement*, or its condition may be unsuitable for our collection. The Memorial may also lack facilities or staff to provide suitable care for the object. If the donation is declined, the Memorial will inform the donor of the decision and will suggest other institutions that may be a more suitable home.

PROCEDURES FOR RECEIVING OBJECTS:

In every case when an object is received by Pearl Harbor National Memorial, an *Accession Receiving Report* is completed by a park employee using information available from the owner or individual delivering the object(s). The previously mentioned *Questionnaire Worksheet* is a separate **non-official** document that contains information provided by the donor, etc. that the National Park Service uses when completing the **official** *Accession Receiving Report*. The **official** document serves as a receipt for property when signed by the Superintendent or designated receiving officer.

There are a number of steps that must be taken when the Curator receives museum materials:

1. Unpacking and inspection: Objects received are inventoried to make absolutely certain that the object(s) sent correspond with written documentation on what was/was to be sent and ensuring that no damage has occurred during shipping and that no infestation or foreign matter is present. This is done when the object(s) arrives at the park.
2. Recording the overall condition: Any damage, including signs of mold or pest infestation, is recorded by the Curator. This information will be included in the *Accession Receiving Report*.
3. Ensuring the presence of all required documentation. The National Park Service must obtain as much information as possible on the object(s), including everything known about the object's history and the associated individuals. We would like to know why this object is special. The *Questionnaire Worksheet* is designed to provide us with this information, which is why we request that you complete it before sending us the object itself. The *Deed of Gift* is a legal document testifying that you are the legal owner of the object and that you are transferring legal ownership to the federal government without encumbrances or caveats. The *Deed of Gift* also releases applicable copyrights to us. We may ask for additional documentation regarding copyright if needed.

THIS DOCUMENTATION IS REQUIRED FOR THE OBJECT TO BE ACCESSIONED INTO OUR COLLECTION. THE OBJECT WILL NOT BE ACCESSIONED, EXHIBITED, DIGITIZED, OR OTHERWISE USED FOR RESEARCH OR EDUCATION WITHOUT LEGAL DOCUMENTATION CONFIRMING THE TRANSFER OF OWNERSHIP.

CONTACT INFORMATION:

For questions or more information, please email us at perl_museum_collections@nps.gov with the subject line "Donation Question."