



Collections Policy Summary

*Thank you for offering your donation to the National Corvette Museum's Collection! Only with the generosity of people like you can we fulfill our mission to preserve and share Corvette history. However, due to limitations to store and care for artifacts, we must be selective about what we accept. Artifacts must be relevant to our mission and we must be able to properly care for them. We cannot accept everything offered to us and are obliged to follow certain procedures to process all donations. The following outline of our Collections Management Policy is intended to help you understand this process. **If you would like a full copy of the policy, please contact the Registrar.***

Gifts to the Collection

- All gifts must be made to the National Corvette Museum in the form of unrestricted gifts. We are not obligated to permanently exhibit or retain the items, to attribute their source, or to restrict exhibition or interpretation in any way. Any exceptions must be approved by the Collections Committee.
 - Donors must provide an inventory list for gifts with **over 20** objects.
- We acquire items into the NCM Collection with the intent of long-term retention. However, our acceptance of items carries no promise of perpetual retention. There will be times where we will find it necessary to dispose of an item. Disposition of Collection artifacts is a rigidly controlled process we do not undertake lightly or often. When we do, we are obligated to do so in a way that will benefit and contribute to the Museum Collection over the long-term. In some instances, disposition can be stipulated by the donor, but is subject to review by our Collections Committee and must be in keeping with our collections management policy.

Process

- Our Collections Committee, based on criteria in our collections management policy, will vote whether or not to accept your items into the Collection. **Any in-person, verbal, or electronic conversation with any volunteer, staff, board member, or other Museum representative does not guarantee acceptance into the Collection.** The Registrar will contact you about the Committee's decision within 90 days or sooner.
 - a. **If your items are accepted into the Collection:** The Registrar will notify you and provide you with a gift agreement. This document is legal conveyance of ownership. You must sign and return it, and you will be provided a copy for the records and the museum will retain a copy in its permanent files. For donation of vehicles, there may be other paperwork necessary to complete the donation.
 - b. **If your items are NOT accepted into the Collection:** Some items may be appropriate for educational programs, exhibit props, reference material, or other purposes. We may also choose to use items for sale for fundraising. Such items are not subject to the policies regarding care for artifacts in the Collection. You can choose for the items to be returned to you instead at the time we notify you of the Collections Committee decision. Please notify the Registrar of the intent of your donation.

Taxes & Appraisals

- Donations of items to the museum may entitle you to certain federal income tax benefits. A qualified appraisal must be provided to the Museum for donations over a certain value in order for us to provide you with the proper documents to submit with your tax return. According to the IRS, a qualified appraisal must be made "not earlier than 60 days before the date of contribution of the appraised property." We suggest you contact the Internal Revenue Service or your attorney for details.
- Members or our Board of Directors or staff cannot provide you with appraisals for tax or other purposes.

Please contact the Registrar with any questions! We want you to understand and be satisfied with our handling of your donation.