

## Frequently Asked Questions – Object Donations

### **Can I donate objects to the collection?**

Of course! AJM is an active collecting institution and we will consider offers of collection donations as we receive them.

### **What does the museum collect?**

The museum collects items that relate to our mission, which is to celebrate and exhibit the experience of jazz as an original American art form through performance, exhibition, and research at one of the country's jazz crossroads – 18<sup>th</sup> and Vine.

### **Who do I contact to donate an object?**

Please email [collections@kcjazz.org](mailto:collections@kcjazz.org) or contact a member of the Collections Department if you are interested in donating items to the museum.

### **I have a large collection of records, would the museum be interested in them?**

The museum has an extensive record collection, and we are not currently looking to add more. However, we may make an exception if the record is exceedingly rare or fills a gap in our collection.

### **Can I drop my donation off at the museum?**

All donations must be approved by a member of the Collections Department staff before arriving at the museum. *Any objects left at the museum without prior approval will be returned or discarded.*

### **Do I have to fill out paperwork for my donation?**

Yes. A Deed of Gift is required for all donations to show that ownership of the items has been legally transferred. You may choose to remain anonymous, but we will still require signed paperwork to prove that the items belong to the museum.

### **What does Temporary Custody mean?**

In some instances we may wish to examine your potential donation and do further research before official acceptance. A Temporary Custody Agreement shows that you have left something at the museum and that it will be returned by a certain date. *This does not mean the donation is official.* If the museum decides to accept the donation, you will be sent a Deed of Gift to sign and return. This is the legal document that finalizes the donation.

### **What if I change my mind?**

Once the Deed of Gift has been signed, donations cannot be returned.

**What happens after the museum accepts my donation?**

Your donation will be placed in the permanent collection and will be handled and used in accordance with the highest of museum professional standards. The items you donate may be used for exhibition, research, or special programming hosted by the museum.

**Will my donation be put on exhibit?**

Due to the size of the museum's collection, space limitations, and preservation concerns, we cannot promise what artifacts will be placed on exhibit and for how long. However, there are other ways the museum makes objects available to the public. Your donation may be digitized and shared online, viewed by researchers, or lent to other non-profit cultural institutions.

**Is my donation tax-deductible?**

Yes! Your signed Deed of Gift serves as proof of your donation for tax purposes. To receive a tax deduction for your donation you will need to know the value of your donation, which will require an independent appraisal. Museum staff are prohibited from giving appraisals or estimating value, but we can provide donors with resources to help them locate an appraiser. For donations with values exceeding \$5000 we recommend consulting with a tax expert.