

FAQ

FREQUENTLY ASKED QUESTIONS

What is the New Haven Museum collection?

The New Haven Museum collection consists of art, artifacts, graphics, photographic materials, published works and manuscript collections that document the people, places, and events that have shaped and continue to shape the Elm City.

How big is the New Haven Museum collection?

There are an estimated 400 manuscript collections, 12,000 artifacts, 30,000 published works and 100,000 photographic items in the New Haven Museum collection.

Does the New Haven Museum still collect?

Yes! We've been collecting since our founding in 1862 and continue to collect both historic and contemporary material.

Do you accept every donation offered?

No, unfortunately we cannot accept every donation. All objects offered to the museum must first undergo a thorough assessment process. This process ensures that all newly acquired collection materials are consistent with the scope of our collections, and that we can properly house, store and exhibit these acquisitions now and in the future.



Tell me more about this assessment process.

The steps of the process are as follows:

Step 1: Obtain an "Object for Potential Acquisition Form," available on our website:

(<https://www.newhavenmuseum.org/museum-collections/donating-an-object-to-the-museum>) and at the reception desk of the New Haven Museum.

Step 2: Complete the form and submit via email at collections@newhavenmuseum.org or through the mail to this address:

114 Whitney Ave., New Haven, CT 06510.

Step 3: Museum staff reviews each potential acquisition. Staff may ask you for more information or to clarify some details.

Step 4: Each potential acquisition is then reviewed by the collections committee. The committee votes to accept or decline each offer. The committee meets four times a year.

Step 5: Museum staff contacts the potential donor and informs them of the decision. If accepted, the museum accepts custody of the item and donor completes a Deed of Gift.

How long does this process take?

It can take anywhere from a few weeks to six months. We are happy to answer questions along the way and do our best to keep our potential donors informed throughout the assessment process.

Can I leave my donation at the museum during the assessment process?

In some circumstances, yes. You will complete a Temporary Object Receipt, giving the museum permission to house your property for a designated time period. By signing the receipt, you agree to retrieve your item from the New Haven Museum if it is not accepted into the collection.

What is the museum looking for during the assessment process?

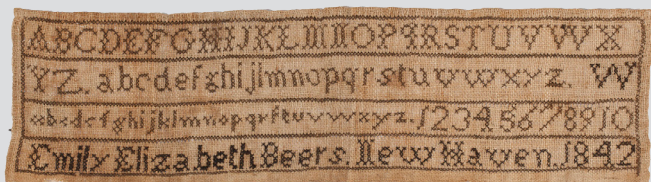
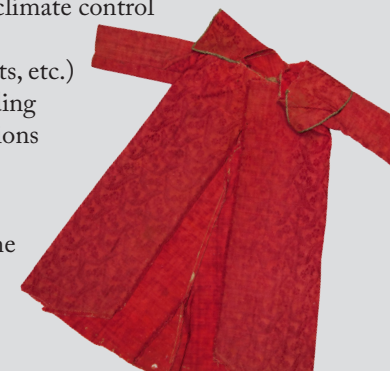
Potential donations are evaluated on the following criteria:

- Does the item fit the mission and collecting scope of the New Haven Museum?
- Does the museum already have this item?
- What is the physical condition of the item?
- Is extensive conservation work needed to
 - a) halt deterioration or
 - b) make it suitable for exhibition?
- What is the research and/or exhibit potential of the item?
- Is the item better suited to the collection of another museum, library or historical society?
- What are the costs associated with accepting this item into the collection?

Why would there be costs? I would like to give you my artifact for free.

There are a number of costs associated with each new item in the collection and with maintaining the existing collection, including:

- Archival quality housing and supplies
- Environmental and climate control
- Storage space (shelving, racks, vaults, etc.) in the museum building and at offsite collections storage
- Conservation
- Professional staff time
- Insurance





Does the New Haven Museum ever purchase collections?

Occasionally. The criteria and evaluation process for museum purchases is virtually identical to donations.

Can I give you an item as a long term loan?

The New Haven Museum accepts loans for specific changing exhibitions.

Is my donation tax deductible?

Donations above a certain value to the New Haven Museum are deductible from taxable income in accordance with provisions of the Federal Income Tax Law. However, the Internal Revenue Service requires that donors obtain a professional appraisal for such tax purposes.

Does the museum do appraisals?

No. Values of personal property and potential donations can be obtained through a licensed appraiser.

If I donate my artifact to the museum, can you guarantee that it will always be on display?

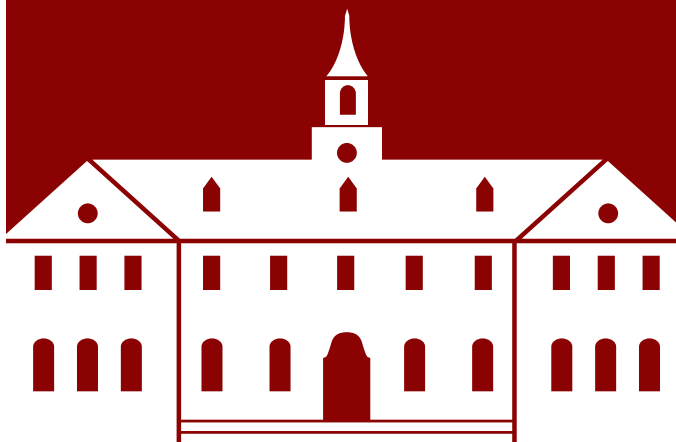
The New Haven Museum does not guarantee the permanent exhibition of any donation. Items from the collection are rotated through our permanent exhibits, available for scholarly research, selected for new or temporary exhibits, and, at times, loaned to museums for specific exhibitions.

I still have questions...

No problem, we're here to help!
Contact us anytime by phone or email:
(203) 562-4183 x117
collections@newhavenmuseum.org

ABOUT THE Museum

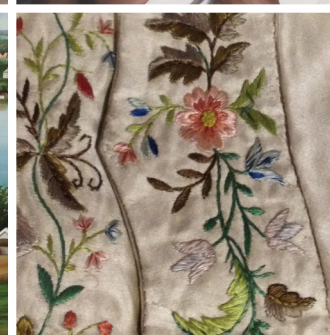
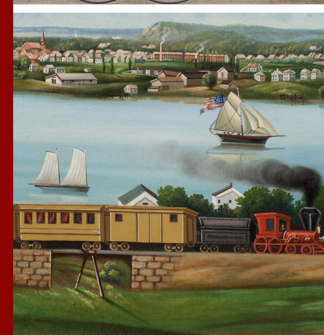
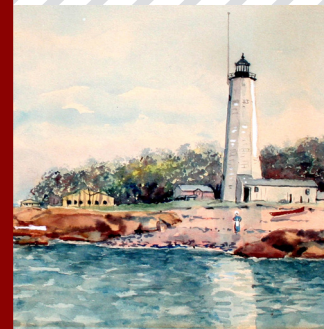
The New Haven Museum has been collecting, preserving and interpreting the history and heritage of Greater New Haven since its inception as the New Haven Colony Historical Society in 1862. Located in downtown New Haven at 114 Whitney Avenue, the Museum brings more than 375 years of New Haven history to life through its collections, exhibitions, programs and outreach.



**114 Whitney Avenue | New Haven, CT
203.562.4183 | newhavenmuseum.org**



DONATING TO THE Collection



**NEW HAVEN
MUSEUM**