

PRITZKER MILITARY

MUSEUM & LIBRARY

Donation Inquiry Form

Thank you for your offer to donate to the Pritzker Military Museum & Library. Please answer the following questions to help us understand what you are offering to donate. Please do not send us your materials at this time. The answers to this form will help us determine whether your materials fit our mission and collection policy. Please allow us up to 14 business days to assess your answers and respond with instructions. After reviewing your answers, we may require additional information including photographs of the materials and an in-person inspection.

1—Donor Information

If you are the current owner of the materials and are looking to donate them, please fill in your contact information here:

Full Name	
Address Line 1	
Address Line 2	
Telephone	
Email Address	

If you are helping someone else donate their materials, please fill in the donor information above with their information and your contact information here:

Full Name	
Address Line 1	
Address Line 2	
Telephone	
Email Address	

2—Information about Service Member(s) Associated with Materials

Please include any information you have of the service member associated with the materials in your potential donation. If your donation covers the service of more than one person, please attach information for each additional service member.

Full Name	
Relation to Donor	
Branch of Service	
Unit(s) Served In or Ship(s) Served On	

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Dates/Era Served	
Conflicts/War Served In <i>(if applicable)</i>	
Summary of Service	
Brief Biographical Information	

3—Description of Materials

Please describe the materials you would like to donate. Include the types of materials and estimated quantities. Include as a separate attachment if necessary. If there are books in your donation, attach an itemized list of titles and ISBN numbers (if applicable).

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4—Condition of Materials

Describe the condition of the materials you would like to donate. Is paper brittle or crumbling? Does anything smell funny? Is there mold or fungus? Is there cracking or missing pieces? Is anything discolored? Is anything torn or tattered? Are there bugs visible on the items?

5—Additional Information about Materials

If these items are not yours, how did they end up in your custody?

If you are donating oral histories, do you have a signed release form from the participants?

If you are donating artwork, writing, and/or photographs, do you own the copyright to these materials?