



Donor Questionnaire

Please fill out this questionnaire with as much information as you can. This information is important in helping the Paleontology Section of the University of Colorado Museum of Natural History (CUMNH) to determine which specimens to acquire for its collections.

Donor(s)

Name(s): _____

Address: _____

Phone: _____ Email: _____

Specimen(s) to be Donated

Description: _____ *For gifts with numerous specimens, please attach a detailed list.*

Number of Specimen(s): _____

How was (were) the specimen(s) acquired (check all that apply):

☐ Gift

☐ Field Collection

☐ Exchange

☐ Transfer

☐ Inheritance

☐ Purchase

☐ Other: _____

From where or whom did you acquire the specimen(s): _____

How long have you owned the specimen(s): _____

From which geological formation and/or age were the specimen(s) collected from: _____

Did you perform any repairs or make any changes to the specimen(s) while it was in your care?
(if yes, explain): _____

Additional Remarks:

Please attach any of the following documents that are associated with the specimen(s): permits, collecting agreements, exchange agreements, transfer agreements, last will and testament, receipt, bill of sale, purchase agreement, invoice, import/export documents, correspondence, field notes, labels, drawings, maps, and/or photographs.

Criteria for Acquisition

Specimens being considered for acquisition must be relevant and consistent with the mission of the CUMNH and the research aims of the members of the Paleontology Section. Specimens that fill temporal or geographic gaps in a particular collection, supplement specimens of lesser quality in the current collection, broaden the collection of relevant comparative specimens, or otherwise fall within the broad interests of the CUMNH and the Paleontology Section may be considered for acquisition. The Paleontology Section is not obligated to acquire any specimen offered to the collection, regardless of whether it meets the mission of the CUMNH and the research aims of the Paleontology Section. Please see the Paleontology Section's Collections Management Policy for specific acquisition criteria and more information on how the Paleontology Section accepts and accessions specimens into its collections.

Disposition of Unwanted Specimens

The Collection Manager must annotate the accession record with the plan of disposition of any unwanted specimens of a gift that contains specimens of mixed quality (i.e. some specimens do meet the acquisition criteria, while others do not). Specimens offered to, or considered for, acquisition that do not meet the acquisition criteria may be disposed of following the disposal methods outlined in the Deaccessioning and Disposal Section of the Paleontology Section's Collections Management Policy. The preferred disposition method for unwanted specimens of a gift will be to return them to the donor.

Valuation

The Paleontology Section of the CUMNH cannot provide an appraised value for your potential donation. For your tax purposes, you may wish to obtain an independent evaluation by a qualified appraiser. For those gifts valued at \$5,000 or more, you must complete a Gift in Kind Form. Contact the University of Colorado System Advancement Office for information about the Gift in Kind Form (email: GIK@cu.edu; phone: 303-837-2110)

Signature of Donor(s)

I hereby understand and agree with the conditions listed above. Please sign and email or mail this form to a Curator and Collection Manager

Donor: _____ Date: _____

Donor: _____ Date: _____

Collection Objects Received

Once the questionnaire and the specimens have been received by the Paleontology Section, a Collections Manager will fill out the items below. A copy of this form will then be made and sent back to the donor(s) and act as a receipt that all of the specimens have been received by the Paleontology Section. Note that this does not indicate that the Paleontology Section has acquired and will accession all of the specimens received. The specimens still have to be evaluated by the Curator and Collection Manager before they are officially acquired and accessioned into the collection. See the Paleontology Section's Collections Management Policy for more information on the acquisition and accessioning criteria.

Date Questionnaire Received: _____

Date Specimens Received: _____

Collection Manager: _____
Signature Print Date