** **

**Lehigh University Art Galleries (LUAG) Donor Questionnaire**

Thank you for your interest in donating to Lehigh University Art Galleries (LUAG). As a university museum, LUAG upholds education as its primary mission. Therefore, we seek to collect the best possible information about the works of art entering our collection. This information forms part of the permanent record for each object, and often serves as a foundation for future research.

Please complete the following questionnaire to the best of your knowledge. In the case of multiple objects, please feel free to attach additional pages or a list.

When possible, please also send images to us (as .JPG files) to accompany this form.

*Return the completed questionnaire to Mark Wonsidler, Curator of Exhibitions and Collections, at* *mdw6@lehigh.edu**, or mail a hard copy of the completed form to: Mark Wonsidler, Curator of Exhibitions and Collections, Lehigh University Art Galleries, 420 East Packer Avenue, Bethlehem, PA 18015.*

1. **YOUR CONTACT INFORMATION**

Name:

Address:

Phone number:

Email address:

1. **STATEMENT OF OWNERSHIP:**

*I hereby* *state that the information on this form is accurate to the best of my knowledge* *and that I own the personal property described here.*

**SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This form is a request for information only. It does not constitute a gift contract between the donor and LUAG.*

1. **NUMBER OF WORKS:**
2. **LIST OF WORKS (or please provide information in separate attachment)**
3. Title of Work:

Artist:

Date of Work:

Medium:

Dimensions (h x w x d):

How did you acquire the object?

Do you have documentation of the acquisition (an invoice or other)?

Do you have any information about the history of the object’s previous ownership (provenance)?

Do you know the object’s exhibition history?

Has the work undergone conservation? Please elaborate.

Estimated Value:

Source of Valuation:

Date of Valuation:

Who owns the copyright of the artwork, or unknown?

1. Title of Work:

Artist:

Date of Work:

Medium:

Dimensions (h x w x d):

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Do you have documentation of the acquisition (an invoice or other)?

Do you have any information about the history of the object’s previous ownership (provenance)?

Do you know the object’s exhibition history?

Has the work undergone conservation? Please elaborate.

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Source of Valuation:

Date of Valuation:

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Artist:

Date of Work:

Medium:

Dimensions (h x w x d):

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