



## Acquisition Guidelines for Donors

Thank you for considering making a donation to the National Electronics Museum (NEM). NEM receives many requests for donations and cannot accept all items offered. Reasons for not accepting a donation include duplication of existing items in collection, physical space constraints, provenance, condition, lack of relevance to mission, safety concerns, or restrictions on a donation such as requiring an item be displayed. Please review the following guidelines before contacting NEM about a donation:

1. The item(s) must be consistent with and relevant to the purpose, scope, and activities of NEM.
2. We collect materials focusing on the organization, design, development, integration, and operation of complex electronic systems for space, air, ocean, or ground environment. These systems include, but are not limited to, navigation, avionics, communications, aerospace power, radar, sonar, telemetry, defense, and command and control. Personal computer equipment is not generally within our collecting scope.
3. Consideration will be given to NEM 's ability to provide proper care and storage for any artifact. No item(s) will be considered for acquisition if future care and preservation needs exceed NEM 's resources. Donations that include financial support for long-term storage and preservation will be considered.
4. Items must have clear title and be free of copyright restrictions.
5. Donors must be able to provide verifiable record of authenticity and provenance for all proposed donations.
6. All acquisitions are to be outright and unconditional. NEM cannot guarantee that objects donated will be placed on exhibition, or that they will be exhibited or stored intact as a single collection. In addition, please be aware that curatorial decisions made during cataloging of new collections may result in objects being deemed more appropriate for use in our education department or to be offered for sale to benefit NEM.
7. All donations to NEM 's collections are irrevocable upon the formal and physical transfer to NEM
8. All acquisitions by gift or bequest to NEM will remain in the possession of NEM for as long as they retain their physical integrity and authenticity, and as long as they remain useful for the purposes of NEM.
9. Federal law prevents NEM from providing identification services or appraisal values for donated items. Donors are responsible for appraisals of value. Please contact the regional branch of the [Appraisers Association of America](#) or the [American Society of Appraisers](#) directly. NEM is in no way affiliated with these organizations.

Donations are fully tax deductible within IRS guidelines. Please consult your tax advisor.

### Procedure for Donation Offers

Please contact the Assistant Director to inquire about making a donation to NEM. After a preliminary assessment, the Assistant Director will indicate whether there is an interest to consider the items offered for donation. Offers are then considered by the Collections Committee. Consideration of a donation offer usually takes between four to twelve weeks.

**Potential donors MUST make an appointment with Collections staff PRIOR to dropping off materials.** Only NEM's Collections staff is authorized to accept donations. *Items left at NEM without prior approval will be treated as abandoned material.* Once the item(s) have been accepted and transferred to NEM, staff will prepare a Deed of Gift form which transfers ownership to NEM which will be sent to the donor for review and signature. Copies will be provided for the donor's records.