

## **Bellingham Historical Commission Artifact/Material Donation Application Form**

Please complete this form with as much detail as possible so that the Bellingham Historical Commission will have adequate information to make an informed decision about your offer.

Please note that not all accepted materials are placed on public exhibit, but all will be preserved for future generations and may be used for reasons other than exhibit purposes, including but not limited to, research, educational programs, and publications.

Donations are accepted in accordance with our Acquisitions Policy which states:

The Commission is grateful to prospective donors who have generously decided to entrust their artifacts to the care of the Commission. Careful thought and several considerations are given when accepting a donation to be confident the item contributes to our local history, is not duplicative, and can be given appropriate care. The specific decision considerations for acceptance of a donation include:

- Does the donor have clear title to the item?
- Does it have a place in the history of Bellingham?
- Does it add breadth or depth to one of the identified priority areas of the current collection? Our current priority areas are: municipal and schools; farming and home; sports and recreation; and military, public safety and civil defense.
- Is it adequately documented?
- Is the condition without need of restoration?
- Does the condition or nature of the item suggest it could be well maintained by the Commission?
- Does the Commission have the space in which to exhibit or store it?
- Does the donation offer new opportunities for display, research, education, or programs?

If you have questions about the application process, please email us at [history@bellinghamma.org](mailto:history@bellinghamma.org).

To assist us in determining if your donation offer meets our acquisitions policy, please complete the following:

**Contact & Donation Information**

Name:

Address:

City, State, Zip:

Telephone:

Email:

Are you the legal owner of the item being offered? If not, who is the legal owner?

Will you provide shipping/transport for any items accepted by the Bellingham Historical Commission?

**Description & Item History**

Description of item (please complete one form for each item or category of item being proposed for donation) - Describe the item you wish to donate, include the estimated age, volume, and condition of each item.

Item History – Write what you know about the item(s) and their relationship to Bellingham, MA history. Where, when, why and how the items were created and used and any personal stories associated with the items.

Other Documentation Materials – What photographs or other documentation do you have, or know of, that refer to the item(s) you wish to donate.

Submit this form, with a digital photo of the item, preferably by email to [history@bellinghamma.org](mailto:history@bellinghamma.org).  
Or mail to: Bellingham Historical Commission, 3 Common Street, Bellingham MA 02019

**At the next monthly meeting of the Bellingham Historical Commission, this application will be reviewed by the Commission and a decision will be made about accepting or rejecting your donation. You will be notified of the Commission decision in writing by email or US Mail.**