**ACQUSITION PROPOSAL**

Each proposed object will be scrutinized in terms of authenticity, aesthetic merit, historical or cultural significance, provenance documentation and appropriateness to the collection. This form is to be completed by the relevant curator and submitted to the Collections Advisory Committee for review.

[Curator or Department Head] completing form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Yes** [ ]  **No** [ ]

**I. Type of Acquisition:**

[ ] Gift [ ] Bequest [ ] Purchase [ ] Exchange

A. Briefly describe the object and attach a photograph if possible.

Accession#:

Image

Artist/Title:

Country:

Date:

Materials:

Measurements:

B. What is this object’s compelling aesthetic, historical or cultural value?

**II. Provenance and Related Documents:**

1. Is the provenance of the object established and adequately documented?

**Yes** [ ]  **No** [ ]

B. Please list the provenance information for the proposed object, including the chain of title.

**III. Legal Title and Status:**

A. Are there any questions about clear legal title? If YES, explain.

**Yes** [ ]  **No** [ ]

B. Can [Dept. or Unit Name] verify legal importation/exportation, if relevant?

C. Has the object been run through the Art Loss Register or similar resources to verify that there are no outstanding claims for the object?

**Yes** [ ]  **No** [ ]

**IV. Special Considerations or Restrictions:**

A. Is the object free from restrictions on ownership, intellectual property rights, copyright or trademark?

**Yes** [ ]  **No** [ ]

B. Are there extenuating circumstances or conditions that affect the decision to acquire or not acquire the object for the collection?

**Yes** [ ]  **No** [ ]

If YES, explain:

**V. Mission Applicability**

A. Is the proposed object in keeping with the [Dept. or Unit Name]'s mission statement?

**Yes** [ ]  **No** [ ]

B. Does the object fit in with the Collections Development Plan and the scope of the collection? **Yes** [ ]  **No** [ ]

**VI. Resources:**

A. Are there adequate resources (space, staff and facilities) to provide proper storage, management and care of the acquisition without compromising the rest of the collection?

**Yes** [ ]  **No** [ ]

B. Will the cost of keeping the acquisition equal the benefit of having it in the collection?

 **Yes** [ ]  **No** [ ]

C. Will the object pose any threat to the health and safety of the staff or visitors?

**Yes** [ ]  **No** [ ]

**VII. Condition**

A. Is the object in good condition? **Yes** [ ]  **No** [ ]

B. Will conservation be required before it could be exhibited?

**Yes** [ ]  **No** [ ]

If YES, explain:

**VIII. Duplication:**

A. Does the object duplicate something already in the collection?

**Yes** [ ]  **No** [ ]

If YES, explain:

**IX. Exhibition History:**

A. Does the object have an exhibition history?

**Yes** [ ]  **No** [ ]

If YES, list venues and exhibitions:

**X. Publication History**

A. Does the object have a publication record?

**Yes** [ ]  **No** [ ]

If YES, list citations:

**XI. Potential Use:**

A. Is the acquisition likely to be used for (check all the apply):

 [ ]  Research

 [ ]  Reference

 [ ]  Loan

 [ ]  Exhibition

 [ ]  Education

 [ ]  Exchange

 [ ]  Other purpose. Please specify:

**XII. Public Relations:**

A. Does the accession of the object present any public relations opportunities?

**Yes** [ ]  **No** [ ]

B. Does the accession of the object present any public relations liabilities?

 **Yes** [ ]  **No** [ ]

**XIII. Purchase Necessity:**

A. If the object proposed is a purchase, is there a way to obtain the same object or one of a similar quality through gift or bequest?

**XIV. Additional Comments:**

**For Objects or Collections under $20,000:**

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean of Unit

Declined: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dean of Unit

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Objects or Collections over $20,000:**

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office of the Provost

Declined: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office of the Provost

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_