

## Acquisition or Long-term Approval Form

Department \_\_\_\_\_  
Curator \_\_\_\_\_

Purpose \_\_\_\_\_  
(gift, purchase, long-term loan)

Object(s)  
Artist or Culture  
Title or Object Name  
Date  
Medium  
Dimensions  
Estimated weight  
Estimated value

Donor, Vendor, Owner  
Primary Address  
Telephone number  
E-mail

Please confirm that you have verified that the above listed person(s) have clear title to the object(s) or is the legal authority to donate, sell, or lend it.

Ship from location, include full address if different from the above

Condition (attach TMS report, if entered)

Are there any donor, vendor, or artist restrictions associated with the acquisition, other than intellectual property rights?

If a group of objects, will the entire acquisition be accessioned? If not, please provide details.

\*If this is a significantly sized collection, or an object of significant size, or an acquisition that will absorb significant resources (staff time, space, funds), a meeting will be called to discuss further details.

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Prior to seeking the Chief Curator's approval to proceed, please consider the following questions:

Should there be concerns about the reputation of the the donor or vendor?

Does the object type appear on an ICOM Red List (<https://www.obs-traffic.museum/tools>), or is it likely to have originated from a conflict zone?

Is there evidence or are there circumstances indicating the work might have been looted or stolen?

Are there known or potential claims to the work?

Are there current or former Office of Foreign Assets Control sanctions on any of this material?

Approved by:

\_\_\_\_\_  
Chief Curator Date

**Required Information**

## Provenance

Has the donor, vendor, owner been asked for all known information?

Please list the entire known history of ownership including source of information.

Attach all possible documents (will, photographs, family correspondence, receipts, certificate of authenticity, excavation field notes).

Are original forms available?

Have additional historical and art historical databases, and publically accessible photographic archives been checked?

Has an Art Loss Register or Artive search been executed? If yes, please attach results.

Does the object appear on the Interpol, Carabinieri or FBI Art Theft Crime Page?

Please list publication, sale, and exhibition history.

[See also 2019 Due Diligence Resource and Guidelines.]

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## Antiquities and archaeological material

If you are not sure of the answer to any of the following questions, but are aware of facts that suggest a likely answer, please set out those facts and the likely answer, or confer with the Registrar-Collections.

Country or possible countries (modern borders) of creation (origin)

Country or possible countries (modern borders) of modern discovery

Date(s) of export from country of modern discovery and other intervening countries (attach export documentation)

Date of import into U.S. (attach import documentation)

Relevant laws governing ownership or export controls (country of origin and country of export; year the law was implemented)

Are there U.S. bi-lateral agreements with the countries of origin or modern discovery pertaining to this material?

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## Endangered or protected species (ivory, coral, feathers, tiger fur, etc.)

Please provide the Latin genus and species

Copies of the CITES permit, if imported

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**For works that have changed hands or have unknown or incomplete provenance, possibly in continental Europe or North Africa during the Nazi-era (1933-45)**

Has the object been checked against all publically available databases and registries of lost, looted or confiscated cultural property during the Nazi period?

Could the object have been forcibly sold, sold under duress, or sold as a flight-asset (Fluchtgut)?

Could the object have been taken as a result of allied or Soviet looting (Trophy Brigades)?

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**Native American and sacred objects**

Is this a Native American or sacred object?

If yes, please state nature and restrictions (transportation, storage, handling), if any.

Approximate year of removal from sacred context

Outcome of contact with religious, tribal or cultural leaders

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**Time-based media**

Has the artist agreed to an artist interview?

What format is the artist's original (or version closest to the artist's original) to be provided?

What format is the preservation copy?

Will the artist grant rights to migrate the format for preservation purposes?

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Approval signatures:

Registrar \_\_\_\_\_

Provenance Curator \_\_\_\_\_

Director \_\_\_\_\_

AAMD Object Registry

Art Gallery status flag