



## Verde Valley Archaeology Center Artwork Donation Policy

The Verde Valley Archaeology Center (VVAC) seeks to enhance its collections by adding, in a judicious manner, those objects that are appropriate to the VVAC mission, officially adopted by the Board of Directors. All donated artwork must support the organization's mission to *foster a deep understanding of prehistory and American Indian history in the Verde Valley through the science of archaeology.*

Works of art, objects, photographs and archival materials are accepted when certain criteria are met:

- a) The artwork or objects are relevant to and consistent with the purposes and activities of the VVAC as stated in the mission (exhibits, research, and/or educational programs).
- b) The VVAC must be able to provide for the storage, protection, and preservation of artwork or objects under conditions that ensure their availability for VVAC's purpose and in keeping with accepted professional standards.
- c) The artwork or objects are in reasonably good physical condition or can be conserved with VVAC's resources.

Art for donation are not accepted unless arrangements have been made in advance with VVAC staff. All donations are considered outright and unconditional gifts to be used at the discretion of the VVAC.

### Artwork should fit this criteria:

- Depicts themes and scenes of prehistoric life in the Verde Valley – with particular focus on the people and landmarks of the region
- Respects the culture of native ancestors
  - If artwork showcases scenes of Native American life and historic elements, research on the artist must show that he/she is of Native-descent or is qualified by experience or education to depict Native culture accurately through art medium.
- If valued over \$5,000, the piece must come with an appraisal. Regulations of the Internal Revenue Service require that a third disinterested party perform appraisals of tax-deductible gifts to non-profit institutions, such as the VVAC. Matters that you should consider, and request information about, include the following: expertise, credentials, written contract, signed statement of disinterest, appraisal documentation, type of value (fair market, replacement), fee and whether the appraiser has liability insurance.
- VVAC staff members may not authenticate, appraise or otherwise evaluate any object for insurance, commercial, or other purposes. The Museum may examine potential donations but will not offer any appraisal.



## Verde Valley Archaeology Center Artwork Donation Approval Form

Thank you for your interest in donating artwork to our museum and exhibits. To ensure proper handling of your donation, we ask that you submit this form first.

Please refrain from dropping off or leaving works of art in the museum lobby without filling out a form and having it approved by the Executive Director.

1. Please submit a printed photo with this form or feel free to email it to:  
director@verdevalleyarchaeology.org

2. Donor Contact Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

3. Artist Information

Name of Artist: \_\_\_\_\_

Title of Artwork: \_\_\_\_\_

Background of Artist (brief details on the artist):

4. Artwork Information

Medium, dimensions, and weight of the piece: \_\_\_\_\_

How old is the piece? \_\_\_\_\_

How was it acquired by the current owner? \_\_\_\_\_

5. Subject Matter of the Artwork

Artwork donated to the Center needs support the mission to *enhance the knowledge of the diverse prehistory and ethnology of the inhabitants of the Verde Valley* and furthermore, respectfully depict the region's American Indian history.

In 2-4 sentences can you explain how the art piece supports the VVAC mission?

Thank you! To donate your artwork, please allow up to 10 business days for the Executive Director to approve your donation.