



GILCREASE MUSEUM Important Information for Prospective Donors

The Gilcrease Museum Acquisitions Process

As a department of the City of Tulsa, all noncash gifts to Gilcrease Museum must be approved for acceptance into the collection (acquisition) by a series of entities including various museum committees as well as the Tulsa City Council and Mayor. This process can take several months following the receipt of your offered gift at Gilcrease Museum, so your patience is appreciated. Please be aware that the approval process is in place to ensure that the museum's collection maintains the highest quality for the benefit of donors as well as the visiting public. If you have any questions regarding this process, please feel free to contact the Museum Registrar's office at (918) 596-2765.

Frequently Asked Questions About Donations

Question: Will my donation be exhibited at the museum?

Answer: Due to regularly rotating exhibitions, Gilcrease Museum cannot guarantee that donated items will be exhibited. Like many public museums, only about 10% of the museum collection is on exhibit at any one time; the remainder of the collection is provided with secure, high-quality on-site storage and may be used for research or educational purposes. You may rest assured that your gift will be provided with the best custodianship regardless of whether it is displayed.

Question: What type of tax benefit can I claim for my gift?

Answer: Noncash gifts to Gilcrease Museum are tax deductible to the extent provided by law. We suggest you work in conjunction with a certified tax preparer to determine the deductibility of your donation and prepare the required paperwork. Gilcrease Museum does not prepare tax documents but we can work with your preparer to ensure that the necessary information is provided. For donations valued at \$5000 or above, the IRS may require the services of a qualified appraiser to document actual value. While IRS regulations prohibit the employees of United States museums from providing value estimations, you can contact the Registrar's office to request a list of appraisal resources including accredited appraisers who will be happy to assist you.

Question: Can I (or my family/descendants) come back later to see my gift?

Answer: You are always welcome to return to visit your gift regardless of whether it is exhibited at the time of your visit; however, if your donation is not on display already you will be required to contact the appropriate curatorial department to set up an appointment at least two weeks in advance of your visit. To inquire about whether an item will be exhibited at the time of your visit, please contact the corresponding curatorial department. The curatorial departments are:

- Anthropology (artifacts, ethnographical materials) (918) 596-2743 / (918) 596-2732
- Archives (documents, books, manuscripts, maps) (918) 596-2741
- Fine Art (paintings, drawings, sculpture) (918) 596-2744 / (918) 596-2745

Terms and Conditions of Gifts to Gilcrease Museum

1. By execution of this Deed of Gift the Donor represents and warrants to Gilcrease Museum that s/he is the sole owner of title to the item(s) conveyed and possesses full power and authority to give these items to Gilcrease Museum.
2. The Donor acknowledges that due to limited gallery space, the policy of changing exhibitions, and the adherence to accepted museum standards of avoiding undue strain on collection materials, Gilcrease Museum has not promised, and is in no way obligated, to exhibit any items thus deeded.
3. The Donor agrees that upon execution of this Deed of Gift, the items listed shall be irrevocably transferred to and considered the property of Gilcrease Museum, and may be displayed, researched, stored, maintained, reproduced or discharged in any fashion deemed suitable by Gilcrease Museum.
4. The Donor understands that Gilcrease Museum, at its discretion, may incorporate donated items into research, educational, and secondary collections, recognizing that such materials are not formally tracked and are considered of an expendable nature.
5. Gifts to Gilcrease Museum are deductible from taxable income in accordance with the provisions of the Federal Income Tax Law; however, the museum does not perform appraisals and will make no declaration of the value of any donated item.

Gilcrease Museum Mission Statement

Gilcrease Museum, through its collections, is dedicated to bringing art, history and people together to discover, enjoy and understand the diverse heritage of the Americas.

Gilcrease Museum Collecting Scope

Gilcrease Museum collections comprise artwork, artifacts and archival materials of broad significance to the prehistory, history and contemporary cultures of the Americas.

Questions?

Should you have any questions regarding the Gilcrease Museum acquisitions process, please do not hesitate to contact the Museum Registrar's office at (918) 596-2765.

