



## ACCESSION INQUIRY

Do you have something we might be interested in? If so, please fill out this form. All potential acquisitions must be reviewed and approved by the Collections Committee. Photographs, detailed descriptions and who has used or made the artifact make the process faster and easier.

Your Name \_\_\_\_\_

Address \_\_\_\_\_

City State, Zip \_\_\_\_\_

Daytime or Home Phone \_\_\_\_\_

Email \_\_\_\_\_

I would like to (check one)      donate \_\_\_\_\_      sell \_\_\_\_\_ for \$ \_\_\_\_\_

The following item(s):

\_\_\_\_\_  
\_\_\_\_\_

Describe the condition of the item giving specific information about its working condition, original finish, any restoration, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where was it made? \_\_\_\_\_ When? \_\_\_\_\_

Who made it? \_\_\_\_\_ When? \_\_\_\_\_

How was it made? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Where was it used? \_\_\_\_\_ When? \_\_\_\_\_

How was it used? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name all the people who have owned it (as far as you know)

\_\_\_\_\_  
\_\_\_\_\_

Please use the back to include any additional information you feel the Collections Committee should know when deciding if we should accept this offered.

Please return this form along with pictures of the object(s) to:

Sauder Village, Collections Department, PO 235, Archbold OH 43502

If you have questions please contact the department by email or telephone at

[Tracie.evans@saudervillage.org](mailto:Tracie.evans@saudervillage.org) or 419-446-2541 extension 2072