

How do I donate items to the Joliet Area Historical Museum?

If you have items that you believe would add to the Joliet Area Historical Museum's collection, please fill out a Donation Proposal Form. The form can be emailed to:

Registrar, Kailee Lowry – k.lowry@jolietmuseum.org

Or mailed to:

Joliet Area Historical Museum

Attn: Kailee Lowry

204 N. Ottawa St.

Joliet, IL 60432

Once the form is received it will be reviewed by collection staff. If we are interested in your donation staff will work with you to receive the materials. Upon receipt of materials a Temporary Custody Form will be completed and signed by collection staff and donor.

Collection staff will then present potential donations to our Collections Committee, which meets every other month, for final approval. Following the meeting staff will reach out to inform you of the final decision. If approved staff will issue a deed of gift to document your transfer of materials to the museum.

Can I mail or drop off a donation without an appointment?

It is highly encouraged to complete a Donation Proposal Form before mailing or dropping off any materials to the Museum. After receiving the Donation Proposal Form collection staff will reach out to set up an appointment to receive materials and complete a Temporary Custody Form.

What items are not accepted for donation?

Currently the Museum does not accept any unidentified photographs, or other materials without appropriate historical context. No replications of original materials will be accepted, except when the original materials are believed to no longer exist (this does not apply to publications).

How are potential donations reviewed?

All potential donations are first reviewed by collection staff who make recommendations to the Collections Committee. All incoming donations are given final approval by the Committee. They use the collection criteria specified in the JAHM Collection Policy, as well as current collection goals to guide decisions on new donations. The Committee also takes into consideration the condition of the materials, and the availability of JAHM resources required to store and care for the items for long-term preservation.

How long does it take for the Joliet Area Historical Museum to review potential donations?

The donation process can take up to three months. After reviewing the Donation Proposal Form, if we are interested in accepting your donation, collection staff will work with you to receive the materials. Potential new donations will then be presented to the Collections Committee, which meets every other month, for final approval. Following the meeting staff will reach out to inform you of the final decision. If approved staff will issue a deed of gift to document your transfer of materials to the Museum.

Will the Joliet Area Historical Museum display the materials in my donation?

The Joliet Area Historical Museum cannot guarantee that donated materials to the collection will be exhibited at any time. Only a small fraction of the collection is on display at any given time. However, much of our collection materials are made available for research purposes.

If I donate materials to the Joliet Area Historical Museum, will they be returned to me at my request?

The Joliet Area Historical Museum cannot return accessioned collection items to the donor. Once the Collections Committee approves your donation you will be issued a deed of gift for the materials, which legally transfers ownership of the historical materials to the Museum. No addendums will be made to donation paperwork, all donations are seen as an unconditional transfer of right, title, and interest to the Museum.

Can donated materials be removed from the Joliet Area Historical Museum collection?

It is understood that individual materials may be removed from the collection overtime through a process called deaccessioning. Any materials that conform to our deaccessioning criteria, as described in the JAHM Collection Policy, may be deaccessioned with approval from the Board of Directors. This includes materials that are no longer relevant to the scope of the collection, items that have deteriorated beyond repair, materials that are duplicates, or items that are deemed more appropriate at another institution. Deaccessioned materials may be donated to another organization, or disposed of in another manner deemed appropriate by staff.