Dear Museum Donor,

Thank you for offering the Alutiiq Museum items for our permanent collection. We are very grateful for your interest in preserving Kodiak cultural heritage, and for the support of our mission your offer represents. This letter is intended to provide you with an introduction to the museum’s donation procedures.

The museum has a professional collections policy established by its Board of Directors. This policy outlines the types of collections that can be added to our holdings and how the donation process will proceed. These guidelines are designed to insure a fair and thorough evaluation of all items offered to the museum. When we accept a collection, we make a commitment to care for it for generations. We want to insure that the museum can honor this commitment and that it is in the best interest of our patrons, the Kodiak Island community.

First, every object offered to the Alutiiq Museum must be representative of our mission to preserve and share Alutiiq traditions. Second, every donation must be reviewed by our collections advisory committee, a panel of community volunteers that meets four times a year to consider the appropriateness of items offered for long term care. The committee reviews each offer with assistance from the museum’s staff, then makes a recommendation to the Alutiiq Heritage Board of Directors. Our board then makes the final decision to accept or decline a donation offer.

This review process can take up to six months, depending on the point in the review cycle we receive a donation. At the end of the process, a member of the museum’s staff will contact you with the results. Whatever the outcome, please know that we are extremely grateful for your interest in sharing your objects with us and we will treat them with expert care.

If you have questions about the donation process, please let me know. You can reach me at 907-486-7004, x23, or send me an e-mail message at patrick@alutiiqmuseum.org. There are also some answers to the questions frequently asked by museum donors on the back of this letter. We thank you for your interest in the museum and look forward to working with you.

Sincerely,

Patrick G. Saltonstall, M.A. R.P.A.
Curator
Questions Frequently Asked by Donors to the Alutiiq Museum’s Collections

Q: How long will it take for my offer to be reviewed.
A: It takes from 3 to 6 months depending on when you offer your collection to the museum. Our Collections Advisory Committee will review your offer first. They meet once every three months. They will pass their recommendation on to our Board of Directors, who meets once every other month. The Board makes the final decision on whether to accept or decline a collection.

Q: What can I do to help the Museum evaluate my offer?
A: The more information the museum has on a collection the more valuable it is to us and to future generations of museum patrons. Take some time to fill out a donor questionnaire and to tell us all you know about the collection you are offering. This will insure we understand its value and its ability to contribute to museum exhibits, programs, and research for years to come.

Q: What will happen if my offer is accepted by the museum?
A: A member of the museum’s curatorial staff will mail you a letter to inform you of the Board’s decision and provide you with information on how the collection was accessioned to the museum.

Q: What will happen if my offer is not accepted by the museum?
A: A member of the museum’s curatorial staff will contact you by mail or phone to tell you of the Board’s decision, explain this decision, and make arrangement to return your property to you.

Q: Is my donation tax deductible?
A: The Alutiiq Museum is a non-profit 501(c)(3) organization. The value of items donated to the museum may be tax deductible within the stipulations of the law. Donors should consult the IRS or a financial advisor to understand how their donation could provide a personal tax benefit. Members of the Alutiiq Museum’s staff do not provide tax advice or object appraisals.

Q: I would like to know the monetary value of my donation. How do I obtain an appraisal?
A: The Alutiiq Museum ‘s collections policy forbids staff members to estimate the monetary value of collections offered to the museum. However, there are professional appraisers in Alaska who can be contacted for assistance. You can ask a member of the curatorial staff to provide you with a list of appraisers in Anchorage. Please note that these professionals charge a fee for their services.

You can learn more by downloading a copy of the Alutiiq Museum’s collections policy on the collections page of our website at www.alutiiqmuseum.org