

CORTLAND COUNTY HISTORICAL SOCIETY

TELLING YOUR STORIES SINCE 1925

25 Homer Avenue, Cortland, NY 13045

Potential Acquisition Questionnaire

Thank you for considering a donation to the Cortland County Historical Society! To make sure that we can make an educated and informed decision regarding your offer for donation as quickly, accurately, and effectively as possible, we ask you to please take a few minutes to answer the following questions regarding your offer of donation. Please note that the Collections Care Committee meets monthly, so your donation request will be processed at the nearest meeting. You will be contacted with the committee's decision within 90 days.

Donor Information

Name: _____ Date: _____

Address: _____ City: _____ State: _____

Phone: _____ Email: _____

Object/Collection Information

Items and description:

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How long have you been in possession of this object? _____

How did you come to possess this object?

If purchased, where was this object purchased from? _____

Creator/User: _____

Birth Date of User: _____ Death Date of User: _____

Brief Summary of User's Life:

User's Occupation: _____

Place Made: _____ Date Made: _____

Was this object created for a particular purpose or occasion?

What is this object's connection to Cortland County? Why is it important to Cortland

County history? _____

Do you know of any changes made to this item? _____

Are there any additional parts or accompanying objects that the museum should be aware of?

Additional comments:

Please include photos of the object. Also attach any available documentation for this item.

Photocopies or originals are okay.