

Donations of Historical Materials to the Great Lakes Naval Museum

Thank you for your interest in donating historical material to the Great Lakes Naval Museum. Each year, new objects and documents are added to the museum through the generosity of donors. These donations help the Great Lakes Museum fulfill its mission to document the history of the Navy's only boot camp.

Due to the volume of offers the Great Lakes Naval Museum receives, it cannot accept donated materials unless you first submit a completed donation form. If you have artifacts or documents that you believe would add to the Great Lakes Naval Museum's collection please use this donation form notify the museum about your proposed donation. Please try to include a photograph and measurements of the object or document with your form. Please submit your completed form to the address below:

Great Lakes Naval Museum
Building 42 610 Farragut Avenue
Great Lakes, IL 60088
Fax: 847-688-3169
Email: glnm@navy.mil

Once the form is received, your proposed donation will be assigned to museum staff that will evaluate it as a new addition to the collection and contact you within four weeks. If the Great Lakes Naval Museum chooses to accept your donation, museum staff will contact you regarding next steps. If you have questions, concerns, or issues or you wish to check on the status of your proposed donation, please contact us at 847-688-3154.

Frequently Asked Questions

Can I mail or drop off a donation?

The Museum cannot accept unsolicited donations through the mail or in person without your submission of the Donation Submission Form and follow-up communication from the Museum staff.

How are potential donations reviewed?

Donation offers are reviewed by museum staff members that have knowledge of the scope of the Museum's collection as well as the conservation issues associated with artifact and document care. In making their decision, museum staff takes into account the Museum's mission and collecting goals into consideration. Additionally, the staff considers the condition of the object and the availability of Museum resources required to store and care properly for the artifact or document as well as cataloging the material to make it accessible.

How long does it take for the Great Lakes Naval Museum to review proposed donations?

Typically, the process takes about four weeks. If your proposed donation is accepted by the Great Lakes Naval Museum, you will be contacted by museum staff to arrange to have the donated materials shipped, picked up, or dropped off at the Museum. The final step is issuing a Deed of Gift for the donation, which legally transfers the property to the Museum.

Will the Great Lakes Naval Museum appraise my donation for its monetary value?

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The Museum does not provide appraisals of the monetary value of materials proposed for donation or for any other reason because the Internal Revenue Service regards museums and libraries as interested parties. Monetary appraisals prepared for donors by such institutions are subject to question or disqualification.

However, professional appraisers will perform this service for a fee. To find a licensed appraiser in your area, contact one of the following organizations for a referral.

American Society of Appraisers <http://www.appraisers.org/>

International Society of Appraisers <http://www.isa-appraisers.org/>

Appraisers Association of America <http://www.appraisersassoc.org/>

Will the Great Lakes Naval Museum exhibit the artifacts or documents in my donation?

The Museum cannot guarantee that any objects or documents donated to its collection will be exhibited unless expressly collected for that purpose. Only a small fraction of the collection is on view at any given time. Objects from the collection are occasionally loaned to other institutions for temporary exhibitions, and many artifacts and documents in the collection are made available for research purposes.

If I donate artifacts or documents to the Great Lakes Naval Museum, will they be returned to me at my request?

The Museum cannot return accessioned collection materials to the donor. Once the Great Lakes Naval Museum accepts your donation for the collection, you will be asked to sign a Deed of Gift, which legally transfers ownership of the materials to the Museum.

Does the Great Lakes Naval Museum accept long-term loans?

The Museum does not accept long-term loans. While it does accept loan materials on a short-term basis in conjunction with exhibitions and other programs, the Museum prefers to commit its resources to the storage and preservation of materials in the collection.

