

It is recommended that works of art donated to Texas Wesleyan be professionally appraised by the owner. When there is no appraisal provided and the gift's estimated value is less than \$5,000, the donation will be determined by the University as having a \$1 value on our records. It is up to the donor to determine a value if they want to use the donation as a charitable deduction for income tax purposes. If the value is \$5,000 or more the University asks the donor to provide a written appraisal by an independent, third party, qualified appraiser, which will then be used to value the gift, and an acknowledgement will be provided to the donor. When accepting visual art donations, the following will be taken into consideration to determine the best plan going forward – provenance, quality, size, condition, rarity, historical importance, authenticity, subject matter, display, and ability to store and secure.

Art accepted for donation may be placed in a University location (i.e. office, common areas, gallery, etc.) but this is not guaranteed. When not on display, all reasonable measures to secure the art in a safe and climate controlled storage location will be provided.

**Provenance:**

Donor(s) name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of donation: \_\_\_\_\_

Owners Prior to Donor (Chain of Title):

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Description/Facts/Background of Donation:

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Primary Source Text included (please describe)

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Appraised Value \$: \_\_\_\_\_ Estimated Value \$: \_\_\_\_\_

Special Request(s) or Restrictions:

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Additional Notes:

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Date acknowledged: \_\_\_\_\_

Texas Wesleyan Representative/Title: \_\_\_\_\_

*Information below will be filled out by Texas Wesleyan University Representative when the donation is delivered.*

Title or Subject: \_\_\_\_\_

Height: \_\_\_\_\_ inches: \_\_\_\_\_

Width: \_\_\_\_\_ inches: \_\_\_\_\_

Depth: \_\_\_\_\_ inches: \_\_\_\_\_

Date on work of art: \_\_\_\_\_

Examined by: \_\_\_\_\_ Date: \_\_\_\_\_

Initial Inspection Notes:

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Date Created

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Recommended Display / Treatment Summary:

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**CONDITION REPORT: Two-Dimensional Works**

**Paintings on Canvas or Rigid Support Information:**

Signed (?): \_\_\_\_\_

Auxiliary Support: \_\_\_\_\_

Type Stretcher: \_\_\_\_\_

**General Condition:**

Joints: \_\_\_\_\_

Bevel: \_\_\_\_\_

Keys Secured (?): \_\_\_\_\_

Support (Canvas): \_\_\_\_\_

Support (Rigid Support): \_\_\_\_\_

Description (Material): \_\_\_\_\_

Defects in Plane: \_\_\_\_\_

Splits: \_\_\_\_\_

Mechanical Damage: \_\_\_\_\_

Environmental Damage: \_\_\_\_\_

Paint Layers: \_\_\_\_\_

Media: \_\_\_\_\_

Buckling: \_\_\_\_\_

Retouching: \_\_\_\_\_

Surface Dirt: \_\_\_\_\_

Varnish Discolored: \_\_\_\_\_

Surface Dirt: \_\_\_\_\_

Frame: \_\_\_\_\_

Description: \_\_\_\_\_

Corner Joints: \_\_\_\_\_

Liner: \_\_\_\_\_

Attachment in Frame: \_\_\_\_\_

Backing Board: \_\_\_\_\_

Glazing (Separated from painting [?]): \_\_\_\_\_

\_\_\_\_\_

Padding: \_\_\_\_\_

Recommendations: \_\_\_\_\_

Special Requirements for Handling/Display/Storage: \_\_\_\_\_

\_\_\_\_\_

Treatment Required: \_\_\_\_\_

Preventive Conservation Framing: \_\_\_\_\_

\_\_\_\_\_

Minor / Major Conservation Treatment:

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fiber/Weave/Tapestry:**

General Condition: \_\_\_\_\_  
Tension: \_\_\_\_\_  
Distortion(s) / Bulges: \_\_\_\_\_  
Tears / Punctures: \_\_\_\_\_  
Fasteners (e.g., nails, staples): \_\_\_\_\_  
Edge Protection: \_\_\_\_\_  
Cracking: \_\_\_\_\_  
Retouching: \_\_\_\_\_  
Surface Dirt: \_\_\_\_\_  
Varnish: \_\_\_\_\_  
Discolored: \_\_\_\_\_  
Surface Dirt: \_\_\_\_\_  
Frame: \_\_\_\_\_  
Description: \_\_\_\_\_  
Corner Joints: \_\_\_\_\_

Liner: \_\_\_\_\_  
Attachment in Frame: \_\_\_\_\_  
Backing Board: \_\_\_\_\_  
Glazing (Separated from painting [?]): \_\_\_\_\_  
\_\_\_\_\_  
Padding: \_\_\_\_\_  
Recommendations: \_\_\_\_\_  
Special Requirements for Handling/Display/Storage: \_\_\_\_\_  
\_\_\_\_\_  
Treatment Required: \_\_\_\_\_  
Preventive Conservation Framing: \_\_\_\_\_  
\_\_\_\_\_  
Minor / Major Conservation Treatment: \_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Two-Dimensional Works on Paper: Photography, Prints, Drawings**

Mount: \_\_\_\_\_ Support: \_\_\_\_\_ Image: \_\_\_\_\_

Matted: \_\_\_\_\_ Acidic \_\_\_ Acid-Free

Framed: \_\_\_\_\_ Numbered: \_\_\_\_\_

Hinged to mat

Adhered to window mat

Adhered to back mount

Extent:

Adhesive:

Old tapes, hinges, adhesives

Brown paper tape

Pressure sensitive tape

Masking tape

Adhesive

Other

Defects in Plane:

Creases, wrinkles, folds

Warping

Other:

Discoloration:

General

Fading

Mat burn

Foxing

Tape Stains

Water stains

Mold

Surface Dirt

Accretions

Brittle, weak

Tears, punctures

Losses

Abrasions, scratches

Insect damage

Cleavage, flaking of medium

Loss of Support

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Three-Dimensional Works:**

- \_\_\_ As new condition with little or no sign of use
- \_\_\_ Some signs of wear but physically sound
- \_\_\_ Minor damage (some losses/deterioration more aesthetic than physical)

- \_\_\_ Wear, damage, deterioration and loss to a large proportion of the item
- \_\_\_ Extremely deteriorated, weakened condition with very extensive loss/damage which greatly impacts the integrity of the object.

Describe:

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Damage appears to be active \_\_\_ stable \_\_\_

Previous repairs: \_\_\_\_\_

Insect/mold attack: \_\_\_\_\_

Corrosion: \_\_\_\_\_

Fragile surfaces (*can make handling difficult, slow, and present or pose risks if the item is being moved*): \_\_\_\_\_

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Loose or missing areas: \_\_\_\_\_

Comments: \_\_\_\_\_

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Image: Front, Back and Side