



NHCC Art Museum Donation Process

Thank you for thinking of donating your artworks to the National Hispanic Cultural Center Art Museum!

Mission: The National Hispanic Cultural Center is dedicated to the preservation, promotion and advancement of Hispanic culture, arts and humanities.

Potential donation items should...

- Have a strong alignment to NHCC mission
- Have documented provenance
- Be authentic representations of an art form
- Have no special conditions or requirements of care or exhibition
- After transfer, belong solely to the NHCC
- Be ethically obtained
- Be in good condition
- Be useful for scholarship and exhibition

How We Collect

The NHCC Art Museum staff, Visual Arts Collections Committee, and Board of Directors at the NHCC make final decisions about any addition to the collection. Items will be properly cared for according to museum best practices for the benefit of the public. The museum manages thousands of artworks that are rotated in exhibitions on a regular basis and sometimes loaned to other museums. *Your donation may not be on display when you come to visit.* Please know that this does not mean that your artwork or object is any less important to us or our mission.

The Donation Process

For safety concerns, we cannot accept donations left at the museum or anywhere else on campus nor can we accept donations that are mailed to us without prior contact regarding contents. The donation process can take approximately 2-6 months to complete.

Step 1: Prepare information about your donation. We are aware that for some artworks, gathering the information below may be difficult. Please provide what you have available.

- Artist – Who created the artwork? Are there other details you can share?
- Year – What year was the artwork created?
- Media – What is the artwork made of? What processes are involved?
- Dimensions – Height x Width x Depth
- Story – Is there a significant story behind the creation of the artwork or another reason it is culturally significant?
- Provenance – Where did you obtain the artwork? Were there previous owners?
- Photographs – These don't have to be professional. If you are able to gather snapshots on a cellphone of the piece as a whole, interesting details, artist signatures, or any damaged areas, it is useful in the consideration process.
- Value – Consider having your gift appraised in advance. Museum staff cannot appraise your gift but can recommend professionals who can.

Step 2: Contact Head Curator and Visual Arts Program Manager, Jadira Gurulé regarding your intent to donate artworks to the permanent collection: Jadira.gurule@dca.nm.gov or 505-270-5187. She and the Visual Arts staff will do an initial assessment regarding whether the artwork is appropriate for the collection.

Step 3: Work with Visual Arts staff to arrange for artwork to be brought to the NHCC Art Museum. An incoming object receipt is signed by potential donor and kept with the donation in temporary storage.

Step 4: Items are presented to the Visual Arts Collections Committee by the Art Museum staff. The Collections Committee votes on the artwork. Either they will vote to recommend the artwork be acquired by the museum or they will vote to decline the artwork, thus ending the process.

Step 5: If the artwork is recommended for acquisition by the Committee, the Head Curator and Visual Arts Program Manager or their designee will present potential acquisitions to the NHCC Board of Directors. The Board of Directors also places a vote on whether to acquire the work.

Step 6: If your item is accepted, you will be asked to sign a Deed of Gift transferring the item to the NHCC irrevocably and for all time. You will receive a copy of this Deed of Gift for your tax records. If your item is declined, you will be contacted to come pick up your item.

***If NHCC does not accept your donation you have 60 days to retrieve your items.**