

Donating to the SFO Museum Aviation Collection

Donating to the collection at the SFO Museum is an important way to help meet the goals of preserving and sharing aviation history for current and future generations. The collection focuses on the history of commercial air transport with a regional emphasis on the West Coast and the Pacific Rim. The collection categories on the back list the many types of objects that are presently held in the collection.

If you have something you want to donate, please contact staff at (650) 821-6700 or at curator@flysfo.com to begin. Staff will discuss your donation and determine if it appears to fit with the collection focus. If it does, we will make arrangements to receive it.

To proceed with a donation, there are three simple steps required to complete the transaction:

1. Upon receiving an object for potential donation a written incoming receipt will be issued to the owner by the SFO Museum acknowledging physical receipt of the object. The owner must provide a value for the object at that time for insurance purposes. The SFO Museum cannot assist with an evaluation because, as the potential recipient of the donation, that would be a conflict of interest. The declared value is to reflect a fair market amount. A "credit line" is also required at that time; this indicates how the owner would like the gift listed in the object record if the object is accepted, i.e., Gift of John Smith. The receipt of the object does not yet establish a donation on the part of the owner, or the acceptance of the object as a donation by the SFO Museum. The object is only on temporary deposit with the intent to donate during this period.

2. The object will then be reviewed by the SFO Museum's Collection Review Committee, which meets at regular intervals. At that time, several factors are considered such as appropriateness to collection focus, redundancy of objects already held, and the condition of the object so any conservation needs can be weighed in accepting responsibility to properly care for the object. By committee action only, an object will then be accepted or declined. Declined objects will be returned with an outgoing receipt. Accepted objects will be listed on deed of gift forms.

3. Deed of gift forms (two duplicate originals) will be sent to the donor for signature and return of both originals. A donor may choose to add object values to the deed of gift and can refer to the incoming receipt where a value has already been declared, however, adding values on the deed of gift, while helpful, is not required in order to sign the deed of gift. The signature and return of both original deed of gift forms is required. A countersigned original deed of gift will be returned to the donor. Upon the execution of the deed of gift, the legal title of the property is transferred to the SFO Museum (City and County of San Francisco) and only then is the donation completed.

The SFO Museum only accepts unrestricted gifts, which means the donor cannot make any demands as to the use and/or disposition of a donated object and that the SFO Museum is able to publicly exhibit and use the object for public educational and research purposes. Donations to the SFO Museum are tax deductible as charitable gifts to the extent allowed by law.

SFO MUSEUM AVIATION COLLECTION CATEGORIES
COLLECTION TYPES

ARCHIVE (A)
LIBRARY (L)
MUSEUM (M)

FORMAT
1 CATEGORY

A SUB-CATEGORY

- 1 AUDIO / VISUAL (A)
A AUDIO TAPE (A)
B COMPACT DISC (A)
C PHONOGRAPH RECORD (A)
D VIDEO TAPE (A)
- 2 AWARD (A / M)
A CERTIFICATE OF MERIT (A)
B PLAQUE (M)
C RESOLUTION (A)
D TROPHY (M)
- 3 BOOK (A / L)
A GOVERNMENT DOCUMENT (A)
B MANUAL (A)
C MANUSCRIPT (A)
D MEMOIR (A)
E MONOGRAPH (A)
F REFERENCE (L)
- 4 CLOTHING (M)
A BLOUSE / SHIRT (M)
B DRESS (M)
C FLIGHT JACKET (M)
D OUTERWEAR (M)
E PANT (M)
F SKIRT (M)
G UNDERGARMENT (M)
H UNIFORM (M)
I VEST (M)
- 5 CLOTHING ACCESSORY (M)
A BADGE, AIRLINE (M)
B BADGE, MILITARY (M)
C BAR, AIRLINE (M)
D BAR, MILITARY (M)
E EYEWEAR (M)
F FOOTWEAR (M)
G HANDBAG / PURSE (M)
H HANDWEAR (M)
I HEADWEAR (M)
J INSIGNIA, AIRLINE WINGS (M)
K INSIGNIA, MILITARY WINGS (M)
L JEWELRY (M)
M PATCH (M)
N PIN, AIRLINE (M)
O PIN, MILITARY (M)
- 6 COMPANY RECORD / DOCUMENT (A)
A ADMINISTRATIVE RECORD (A)
B ANNUAL REPORT (A)
C COMPANY NEWSLETTER (A)
D EMPLOYEE ID BADGE/CARD
E FINANCIAL REPORT (A)
F PAYROLL / BENEFIT (A)
G PAMPHLET (A)
- 7 DÉCOR (M)
A ASHTRAY (M)
B CLOCK (M)
C BOOKEND (M)
D LAMP (M)
E TABLE TOP / DESK SET (M)
F THERMOMETER (M)
- 8 DESIGN (A / M)
A CORPORATE IDENTITY (A)
B ARCHITECTURAL DESIGN DRAWING (A)
C ARCHITECTURAL STUDY MODEL (M)
D TECHNICAL DRAWING
- 9 EQUIPMENT (M)
A AIRFRAME (M)
B ARCHITECTURAL ELEMENT (M)
C BUILDING MATERIAL (M)
D CONTROL MECHANISM (M)
E ENGINE / ENGINE PART (M)
F FURNISHING, AIRCRAFT (M)
G FURNISHING, AIRPORT (M)
H HARDWARE (M)
I INSTRUMENT (M)
J MEDICAL (M)
K NAVIGATIONAL DEVICE (M)
L PHOTOGRAPHIC (M)
M RADIO COMMUNICATION (M)
N SAFETY / SECURITY (M)
O SEATING (M)
P SIGN (M)
Q SURVIVAL (M)
R TOOL (M)
S TRAINING (M)
T VENDING MACHINE (M)
- 10 FOLK ART (M)
- 11 FOOD SERVICE (M)
A CABIN (M)
B FOOD PREPARATION (M)
C GALLEY (M)
D MENU (M)
E PACKAGING (M)
F TABLEWARE (M)
- 12 GLOBE (M)
- 13 GRAPHICS (M)
- 14 MAP / CHART (A)
A GEOGRAPHICAL (A)
B METEOROLOGICAL (A)
C NAVIGATIONAL (A)
D ROUTE (A)
- 15 MODEL AIRCRAFT (M)
A AIRPLANE (M)
B AIRPLANE, AMPHIBIAN (M)
C AIRPLANE, FLYING BOAT (M)
D AIRPLANE, GLIDER (M)
E AIRSHIP (M)
F AUTOGIRO (M)
G HELICOPTER (M)
- 16 NEWSPAPER (A)
A CLIPPING (A)
B PHOTOCOPY (A)
C SCRAPBOOK (A)
- 17 ORAL HISTORY (A)
A INTERVIEW TAPE (A)
B TRANSCRIPT (A)
- 18 PASSENGER AMENITY (M)
A AIRSICKNESS BAG (M)
B AMENITY KIT (M)
C ASHTRAY (M)
D BEDDING (M)
E ENTERTAINMENT (M)
F EYEWEAR (M)
G FAN (M)
- H FUN KIT (M)
I PLAYING CARDS (M)
J SAFETY CARD (M)
K SEAT OCCUPIED CARD (M)
L SLEEPWEAR (M)
M TOILETRIES (M)
- 19 PERIODICAL (L)
A AVIATION (L)
B IN-FLIGHT (L)
C GENERAL INTEREST (L)
D TRAVEL (L)
- 20 PHILATELY (M)
A AIRMAIL FLIGHT COVER (M)
B POSTCARD (M)
C STAMP (M)
- 21 PHOTOGRAPH (A)
A DIGITAL FILE (A)
B NEGATIVE (A)
C PRINT (A)
D 35MM SLIDE (A)
E TRANSPARENCY (A)
- 22 PROMOTIONAL (A / M)
A ADVERTISEMENT (M)
B AIRLINE BAG (M)
C CALENDAR (A)
D FLIGHT PACKET (M)
E LUGGAGE LABEL (M)
F MILEAGE PROGRAM (A)
G PASSENGER FLIGHT RECORD (M)
H PAMPHLET (A)
I POSTER (M)
J PRODUCT (M)
K SOUVENIR CERTIFICATE (M)
L SOUVENIR PATCH (M)
M SOUVENIR PIN (M)
N STATIONERY (A)
O TOURIST INFORMATION (A)
- 23 SCHEDULING / TICKETING (A / M)
A BAGGAGE CLAIM (A)
B CHARGE PLATE (M)
C IDENTIFICATION TAG (A)
D LUGGAGE TAG (A)
E TICKET / TICKET JACKET (A)
F TICKETING EQUIPMENT (M)
G TIMETABLE (A)
- 24 TEXTILE (M)
A FABRIC (M)
B NEEDLEPOINT (M)
- 25 TOYS (M)
A AIRPLANE (M)
B AIRPLANE, AMPHIBIAN (M)
C AIRPLANE, FLYING BOAT (M)
D AIRPLANE, GLIDER (M)
E AIRPORT SET (M)
F AIRSHIP (M)
G AUTOGIRO (M)
H BOARD GAME (M)
I CARD GAME (M)
J GAME (M)
K HELICOPTER (M)
L PUZZLE (M)