Collections & Archives

Acquisition Form

Please fill this form with as much information as possible.
This form may be used by individuals or organizations to submit item(s) for consideration by the Turtle Mountain College Cultural Collections Committee (CCC) to be added to Turtle Mountain College Collections & Archives (TMCCA).

Turtle Mountain College Collections and Archives (TMCCA) is an initiative that connects students and the wider community to the Turtle Mountain Band of Chippewas (TMBC) through the ethical preservation and educational presentation of culturally and historically significant items.
– *TMCCA Mission Statement*

Notices:

- Prior to submitting an item, please consider the Acquisitions Priority Guideline:
    - Items made by members of the Turtle Mountain community.
    - Items of historical, cultural, or reasonably understood relevance to:
        - Turtle Mountain Band of Chippewa
        - Turtle Mountain College
        - Anishinaabe/Ojibwe/Chippewa Peoples
        - Métis/Mitchif Peoples
    - Gifting items. (Items meant to be gifted onwards)
- Item(s) accepted by TMCCA may be used for display, education, cultural purposes (including gifting), and may be publicly accessed as decided by the CCC.
- If you (as the owner/creator) wish to request any usage limitations/restrictions, please make that known **IN WRITING** to the TMCCA Curator, along with this form, for the CCC's consideration.
- Please attach any copies of records/documentation relating to the submitted item(s).
- If the submitted item(s) themselves can be considered to be "Records" (archival materials, documentary photographs, audio/visual digital media, and other non-artistic renderings and documentation.) then this form is **NOT REQUIRED.** To proceed with submitting "Records" simply ask the TMCCA Curator if they will accept the item(s).
- Completing this form does **NOT** guarantee that the item(s) will be accepted.

Once this form is completed, please return it to the TMCCA Curator and allow a consideration time of **1-2 months**.

Curator Contact Info:

Alex Morin
Email: alex.morin@tm.edu
Phone: 701-394-4275
Office: 208F (Second floor, in back of TMC Library)
If not present to receive form, place in receiving sleeve on door.

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Please fill this form with as much information as possible.
Attach additional pages as necessary.

Submitter Information

Affiliation:	**Name:**
☐ CCC Member ☐ TMC Employee ☐ TMBC Community Member ☐ Rep. of a Tribal Institution/Org ☐ Rep. of a Non-Tribal Institution/Org ☐ Other (Member of Public/Private Citizen)	**Contact Info:** Phone: Email: Mailing Address:
Organization/Institution:	**Date:**
Please briefly describe your relationship to the item(s). (i.e. creator/artist, creator's relative, caretaker)	

Submission Information

Submission Type
Please select one:

☐ **Gift**

☐ **Sale**

☐ **Loan**

☐ **Rematriation/ Repatriation**

☐ **Other**

Specify other:

About Gifting

By selecting gift and signing below, you assure that are the legal owner, or representative thereof, of the item(s) described in this form, and that you agree to transfer all rights, title, and interest via donation/gift to Turtle Mountain College. TMC shall reserve the right to utilize, dispose of, or transfer the item(s) as it sees fit, unless requested otherwise in a written and signed statement submitted with this form.

Signature: _____ Date: _____

Sales

Please attach a copy of the receipt/invoice.

Price: $_____

Sold By: _____

CCC Only

Purchase Request: ☐

Already Purchased: ☐

Loans

Selecting loan shall initiate the loan process. Please communicate with a Cultural Collections Committee member about this selection and moving forward with a Loan Agreement.

Loan Term: _____

Rematriation/Repatriation

The ethical return of Turtle Mountain Band of Chippewa cultural items is welcome at TMCCA. Please communicate with a Cultural Collections Committee member about this selection and moving forward with a Rematriation / Repatriation.

Proceed to next page.

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Please fill this form with as much information as possible.

It is very important that you gather and detail as much information as you possibly can about the item(s).

1. Write the name and description of the item(s). Especially include physical descriptions such as size, age, and condition.

2. Detail the history of the item(s). Include all you know about how, when, and why the item(s) came to be, along with any known tribal affiliations.

3. List and describe any additional attachments (photographs, documentation) that you have, or know of, that relate to the specific item(s).

Stop here. Submit Form.

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--Cultural Collections Committee ONLY--

Considerations Checklist

☐	Does the acquisition meet the Acquisitions Priority Guideline?
☐	Does the acquisition benefit TMCCA's Mission?
☐	Does TMCCA have the available finances to obtain and support the acquisition?
☐	Does the acquisition have clear legal title and compliance with any applicable laws?
☐	Does TMC have the availability to coordinate the handling, care of, and transportation of the acquisition?
☐	Is the state of condition of the acquisition acceptable?
☐	Does TMC have the availability to provide quality facilities to house/store the acquisition?
☐	Are there potential usages of the acquisition that benefit TMCCA's Goals?
☐	Does TMCCA possess the staffing/staff capabilities to care for the items?
☐	Are there any applicable cultural protocols that need to be observed in accepting/declining the acquisition?

Accept: ☐ Decline: ☐

CCC Agreement:

_____ _____

(TMC President) *(TMCCA Curator)*

_____ _____

(CCC Member) *(CCC Member)*

_____ _____

(CCC Member) *(CCC Member)*

_____ _____

(CCC Member) *Date*

_____

(Assigned Item ID#)