



## **Donating to SFO Museum's Aviation Collection**

Donating to SFO Museum's Aviation Collection is an important way to help us meet our mission of preserving, interpreting, and sharing the history of commercial aviation for current and future generations. Collection holdings document the employee and passenger experience through objects, archival material, and publications ranging from corporate reports and manuals, to service uniforms, career photographs, personal correspondence, and recorded interviews with aviation industry professionals.

The collection categories list on the following page outlines the many types of objects that are presently held in the collection. If you have a potential donation, please contact us at (650) 821-6717 or at [museum.collections@flysfo.com](mailto:museum.collections@flysfo.com). Museum staff will be happy to discuss your donation offer with you.

### **To proceed with a donation, the following steps are required to complete the transaction:**

1. Potential donation will be scheduled for delivery to SFO Museum
2. Upon receiving the potential donation, an incoming receipt will be issued by SFO Museum acknowledging physical transfer of the object. The owner must provide the following:
  - a. Donor's signature acknowledging the intent to donate
  - b. Market value of the donation for insurance purposes
  - c. A credit line that indicates how/if the owner would like the gift acknowledged, e.g., "Gift of Jane Smith"
3. The donation will be reviewed at SFO Museum's quarterly Collection Review Committee meeting to determine whether it meets collection criteria. If accepted, a set of deed of gift documents will be sent to the donor for signature and return to SFO Museum. Declined objects will be returned to the donor.
4. The deed of gift will be countersigned and the legal title of the property transferred to SFO Museum (City and County of San Francisco). A countersigned original deed of gift will be sent to the donor for their records. At this point, the donation process is complete.

SFO Museum only accepts unrestricted gifts for exhibition, educational, promotional, and research purposes, without stipulations or demands as to the use and/or disposition of a donated object. Donations to SFO Museum are tax deductible as charitable gifts under section 170(c)(1) of the IRS code.

## 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 TABLETOP / 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)