**MOBOT 2021 Biocultural Artifact Donation Form**

Version: October 25th, 2021

The Missouri Botanical Garden (MBG) is very grateful to all institutions and individuals who donate material and associated data to MBG’s Biocultural Collection in support of our mission, “To discover and share knowledge about plants and their environment in order to preserve and enrich life”.

By selectively accepting donated biocultural material, we are able to ensure that space and resources are targeted to artifacts that support the mission of the Garden. Artifact(s) are accepted for their representative quality demonstrating plant use or other ethnobotanical value and will be stored in St. Louis, Missouri, USA in MBG’s Biocultural Collection.

Donated artifacts:

* Will be accepted so as not to remove unique cultural heritage from its community of origin.
* Will be made available for scientific study to MBG staff and authorised visitors in-person.
* Will be digitally imaged, cataloged, and published in MBG’s online database Tropicos (<https://www.tropicos.org/home>).
* May be used in temporary displays at MBG’s Stephen and Peter Sachs Museum in St. Louis or other MGB locations, and/or loaned to other institution(s) for further scientific research, conservation or exhibit.
* May be sampled (for example for pollen, DNA, or chemicals) for scientific research purposes, adhering to international agreements that prohibit commercialisation unless benefits are shared fairly and equitably with the residents of the country of origin of the material.

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| **Donor will be notified within 2 weeks whether or not the donation will be accepted.**  |
| **Donor Name** |  |
| **Donor Title/Status/Role and organization, if applicable** |  |
| **Donation Date** (dd/mm/yyyy) |  |
| **Contact Information** |  |
| **In the case the object(s) are not accepted, would you like it returned OR repurposed?**  |  |

Please provide as much information as possible where applicable. It is alright to leave blank and for any content that exceeds the space provided, please attach as a supplementary document with its heading and add *“see attached”* in the appropriate cell.

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| **Artifact Name** (Local Name and Language Used) |  |
| **Artifact Name** (English translation(s))  |  |
| **Artifact Description** (Including if possible dimensions, label transcriptions and translations, number of artifacts, anything physical artifact specific) |  |
| **Materials Used** (List all organic and inorganic materials. If possible, please include for plant materials **1)** the scientific, common and/or local plant names, **2)** the part of the plant/material used, **3)** if the plant is cultivated or not, **4)** season of harvest/collection, **5)** conservation status |  |
| **Ethnobotanical Background & History** (Including **1)** how the artifact was made, **2)** how it is used, **3)** cultural significance, **4)** its individual story, etc…) |  |
| **Production Location** (Town, District, Country) |  |
| **Production Date** (dd/mm/yyyy) |  |
| **Maker’s Name & Background** |  |
| **Language** |  |
| **Ethnic Group** |  |
| **How did you come to possess the artifact(s) and what was the mode of acquisition?** (Purchased, and for what price, gift, etc..)  |  |
| **Have there been previous owners?** (Please elaborate to show its life history.) |  |
| **Collection Location** (Town, District, Country) |  |
| **Collection Date** (dd/mm/yyyy) |  |
| **References** (Please attach any supplementary materials and include any citations, URLs, etc referring to artifact, its history etc..) |  |
| **Image(s) provided Y/N:** (Images intended for public viewing in Tropicos. If people are included, please indicate their permission to use image).  |  |
| **Image(s) taken by:**  |  |
| **Location where images were taken** (Town, District, Country) |  |
| **Date image(s) were taken** (dd/mm/yyyy) |  |
| **Additional Notes** (Please add any additional information not covered above that you wish to include).  |  |

I hereby donate the material and associated data to the Missouri Botanical Garden to use for the stated purposes and declare that to the best of my knowledge the information that I have given in this document is accurate.

**Signature:**

**Printed Name:**

**Position & Institution (if applicable):**

**Date (dd/mm/yyyy):**

**For MBG Internal Use Only**

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| **Received at MBG by** |  |
| **Department** |  |
| **Received on Date** |  |
| **Entry Book Number**  |  |
| **Accession Number**  |  |
| **Barcode Number**  |  |