

**Naval History and Heritage Command (NHHC)
Curator Branch
Artifact Donation Checklist for Ship Models**

Instructions: Please fill out as much of this checklist as you can. Please return the completed checklist with the photos in an email to nhhccurator@navy.mil.

Vessel's name: _____ Vessel type: _____
Model builder: _____ When built: _____
Approx. scale: _____

Plans or Research Used:

Classification of Model (see page 2 for explanations):
__A __B __C __D __Special (if Class C or D name of Kit Company):

Model Dimensions: Length (include bowsprit, booms, flags etc.) _____ Height: _____
Width: (at widest yard)

Has model been kept encased? __NO __YES
Case Dimensions: length: _____ height: _____ width: _____
Description of case: _____

Is model in need of repair? __ NO __ YES - (Check all that apply) __Hull __Woodwork
__Masts __Spars __Rigging __Sails __Painting __Deck Fittings __Miscellaneous
Please describe: _____

Hull Material:
__Wood __Metal __Fiberglass __Bone __Ivory __Plastic __Combination __ Other
Please describe: _____

Method of Model's construction: __Plank on Frame/Bulkhead __Solid Hull __Lift Hull __ Other
Please describe: _____

Are there any significant working parts or fittings? Please describe:

If the model has sails, are they furled or set? __Furled __Set
Evidence of stitching? __YES __NO
Material: __Fabric __Paper __Wood __Other _____

Condition: _____

PLEASE SUPPLY A MINIMUM OF THREE (3) DIGITAL PHOTOS SHOWING CLEARLY: Full view, close-up details, and both sides of model.

MUSEUM CLASSIFICATIONS FOR SHIP MODELS©

Class A

Scratch-Built Model: Model built entirely from scratch materials by the builder with no commercially fabricated parts except cordage, chain and belaying pins.

Class B

Modified Scratch-Built Model: Model built from scratch, but supplemented by the use of some commercially fabricated accessories.

Class C

Modified Kit Model: Model built from materials provided in commercial kit, supplemented by other commercially fabricated parts or by scratch-built parts.

Class D

Kit Model: Model built entirely from materials provided in commercial kits.

Special

Sub Categories: Model built and/or displayed in any of the following methods:

Antique • Waterline • Cross Section • Cut-Away • Exposed Interior • Sailing • Half Hull • Rare Materials • Diorama • Power • Mechanized • Builders' Model • Extreme Miniature • Ship-in-a-Bottle • Shadowbox • Americana • Folk Art • Decorative • Pond Model • Production • Other