Looking from the perspective of some of our project activities practically every mo-ment - a special social event, towns' mu-seum opening, moving abroad or into elderly house, could be an opportunity for a dweller of the town to evaluate their per-sonal possessions, objects, and his or her lifetime memorabilia. In some cases the objects are evaluated not by their owners but by their relatives, neighbors, curators, and onlookers at the street. Usually objects with a more value consciously or uncon-sciously are collected by experienced or inexperienced collectors and are formed into the collections - groups of artifacts with a certain inner logic. These groups of the objects usually attract more objects - by the acts of buying, gifting, stealing, inheriting. Some objects are acquired by donation.

It is a well known fact that the practice of increasing donations through special events has a significant impact for their organizers - in terms of quantity and value of the donations. This practice is used by charitable organizations or organizations working for a greater cause. We suggest applying it to the building and maintaining a collection of towns' daily life objects.

Zooming into the moment of donation of the object into collection helps us to intervene and recreate the moment of exchange between the collector and the donor and to look into this process through a lens of social events.

Welcome to our process.

1ST STAGE

The logic of the collection

The basic structural elements and logic of the collection/archive – themes, sub themes etc. can be created by a research team after the field trip or other research activity at the mono functional town, its urban materialities, stories, institutions, people.

We recommend contacting the owners of existing collections – institutions, individuals – as well as dwellers of the town and establishing the connection with them in order to improve initial logic of the collection, and co-develop practical steps for collecting/archiving work.

2ND STAGE

A social event for donation of the artifacts/objects

We suggest trying out our 'Charity Dinner' scenario build for Visaginas town or any other format of socal event consisting of introduction to the existing collection/archive, choosing a location, deciding on menu, preparing for the performative practice of the exchange, sending invitations, preparing for a documentation of event and thinking about other significant elements of success.

In the 'Charity Dinner' event or any other format of social event we suggest the collector be prepared to answer the questions by the donors related to how the artifacts/objects will be stored, who will take care of them etc. It might be that donors can try to back off at the last moment – make sure you reduce their fears to minimum. Having a dedicated space for open dialogue and signing the papers might be helpful too.

3RD STAGE

Basic rules for donating or acquiring the object

We have an open source form – the document that might be helpful to the donor and to the collector to have a successful conversation about the artifact/object - download it from our website. The form was created on the basis of the Eisenhüttenstadt museum of Utopia and Daily life form.

Make sure you know the basic rules for donating or receiving the object into the collection – if not, invent them.
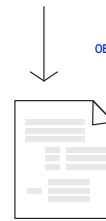
```
OBJECT TITLE: ...
    GIVER INFO: ...
        NAME: ...
        ADDRESS: ...
            STREET: ...
            INDEX, CITY: IGNALINA
        PHONE: ...
        EMAIL: ...
    DESCRIPTION: 'SKIAUTINIS (TEKSTILĖ) 50X50 CM'
    PRODUCTION_DATE: NULL
    WHAT IS SPECIAL ABOUT THIS OBJECT: 'VISAGINO SENJORAI (III
AMŽIAUS UNIVERSITETAS) SIUVO SEGMENTUS IŠ SKIAUTINIŲ IR SUJUNGĖ
Į SKRAISTĘ, KURI BUVO UŽREGISTRUOTA, KAIP REKORDAS AGENTŪROJE
FAKTUM. ANT SKIAUTINIO YRA LOGO VISAGINAS, KURĮ SUKŪRĖ ŽYMI
VISAGINO DIZAINERĖ OLGA MAZNIOVIČ. 310 M2 PLOTO, 20X15,5 M
DYDŽIO SKRAISTĖ BUVO SUSIŲTA, KAI VISAGINUI BUVO 40 METŲ.'
    NUMBER: 1
    QUANTITY: 1
    COMMENTS: ''
    OBJECTS' USER INFO:
        NAME: ''
        FAMILY STATUS: ''
        PERIOD OF USE: ''
        ESTATE: ''
        PLACE OF USE: ''
        AREA OF USE: ''
    IS IT A GIFT: FALSE
    IS IT DONATION: TRUE
    IS IT A LOAN: FALSE
    DATE_ACQUIRED: NULL
    IN THE EVENT OF NON ACEPTANCE OF THE OBJECT INTO THE
COLLECTION:
        I WILL COLLECT THE OBJECT WITHIN 4WEEKS: TRUE
        THE OBJECT SHOULD  BE GIVEN  TO OTHER MUSEUMS OR
COLLECTIONS: FALSE
        THE OBJECT IS TO BE DESTROYED: FALSE
    NO THIRD PARTY RIGHTS: TRUE
IN THE CASE OF ACCEPTANCE OF THE OBJECT INTO THE COLLECTION I
AGREE TO THE INFORMATION ABOUT THE OBJECT TO BE PUBLICLY
AVAILABLE: TRUE
```

4TH STAGE

Storing the collection

After the event or other type of donation of the object, collectors should keep the donations in a safe space, document them - don't forget that after the event you become responsible for the welfare of the artifacts/objects.

Collector is welcome to contact the Monomore team and share the information about the artifacts/objects they think should become part of Monomore objects' archive.

OBJECT TITLE:

GIVER INFO:

NAME:

ADDRESS:

STREET:

INDEX, CITY:

PHONE:

EMAIL:

DESCRIPTION:

PRODUCTION_DATE:

WHAT IS SPECIAL ABOUT THIS OBJECT:

NUMBER: QUANTITY:

COMMENTS:

OBJECTS' USER INFO:

NAME: FAMILY STATUS:

PERIOD OF USE: ESTATE:

PLACE OF USE:

AREA OF USE:

IS IT A GIFT: ◯   IS IT DONATION: ◯   IS IT A LOAN: ◯

DATE_ACQUIRED:

IN THE EVENT OF NON ACEPTANCE OF THE OBJECT INTO THE COLLECTION:

I WILL COLLECT THE OBJECT WITHIN 4WEEKS: ◯

THE OBJECT SHOULD BE GIVEN TO OTHER MUSEUMS OR COLLECTIONS: ◯

THE OBJECT IS TO BE DESTROYED: ◯

NO THIRD PARTY RIGHTS: ◯

IN THE CASE OF ACCEPTANCE OF THE OBJECT INTO THE COLLECTION
I AGREE TO THE INFORMATION ABOUT THE OBJECT TO BE PUBLICLY AVAILABLE: ◯

DATE: SIGNATURE: