

## Donating Your Family History Collection

Contact genealogical or historical societies or libraries **AHEAD** of time to find out what they accept of donated papers and if they might be interested in your collection of either researched families or original documents or photos.

> Make a list of societies that are important to your family history and what items might be directed their way.

> There may be tax deductions in these gifts and finding a home in a temperature controlled library might be better than the garage of a child who is not interested or not situated to care for Grandma's letters or Dad's military certificate.

> **Include a \$\$ donation to the society or library** to organize and distribute (some societies require \$\$ for organizing materials, shipping, appraisals, etc.).

> *All donations will become the property of the library or society.*

**Sort through your materials, discard with caution, keep with a plan, and distribute with a vision to share, not bury your ancestor's stories.**

### 1. Salt Lake City, Family History Library *(see FamilySearch.org, donations for specific details)*

By accepting a donation, *FamilySearch is under no obligation to include the donation in FamilySearch's collection.*

FAMILYSEARCH WILL ACCEPT ONLY MATERIALS THAT:

<ul style="list-style-type: none"> <li>● Are readable, organized, and accessible to help researchers identify individuals and relationships by name, date, and place.</li> </ul>	<ul style="list-style-type: none"> <li>● Do not violate current privacy and copyright laws.</li> </ul>
<ul style="list-style-type: none"> <li>● Add new information to FamilySearch's collection.</li> </ul>	<ul style="list-style-type: none"> <li>● Fit in available shelf space.</li> </ul>

FAMILYSEARCH ACCEPTS THE FOLLOWING MATERIALS:

<ul style="list-style-type: none"> <li>● Autobiographies &amp; biographies containing genealogical material Family histories with genealogical information</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Well organized collections</b> of genealogical and research materials including handwritten or typed genealogical sheets, documents, and other items collected as part of the family history research process.</li> </ul>
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FAMILYSEARCH ACCEPTS THE FOLLOWING MATERIALS ONLY IF SUBMITTED WITH A PERMISSION TO DUPLICATE FORM signed by the copyright owner or legal custodian of the original document.

<ul style="list-style-type: none"> <li>● Original records, such as:             <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Cemetery records</li> <li><input checked="" type="checkbox"/> Church records and histories</li> <li><input checked="" type="checkbox"/> Court records</li> <li><input checked="" type="checkbox"/> Land records</li> <li><input checked="" type="checkbox"/> Military records</li> <li><input checked="" type="checkbox"/> Naturalization records</li> <li><input checked="" type="checkbox"/> Passenger lists</li> <li><input checked="" type="checkbox"/> Probate records</li> <li><input checked="" type="checkbox"/> Vital records</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Written works, such as family histories, should be in a clear, readable format. They should include a title, the author's name, and the publication date. <b>If possible, please send your material in an electronic format.</b> If your material is not available electronically, send an unbound, double-sided copy of your manuscript, which will be easier to duplicate and will take less shelf space.</li> </ul>
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*FamilySearch accepts only well-organized collections that meet the guidelines listed above. FamilySearch does not organize collections and may accept all, only a portion, or none of a collection.*

Materials not accepted by FamilySearch will be returned to the donor, given to another historical or genealogical institution of FamilySearch's choice, or discarded.

FAMILYSEARCH NO LONGER ACCEPTS THE FOLLOWING MATERIALS:

● Autobiographies and biographies without genealogical material	● Genealogical collections that are cumbersome to use, unindexed, or otherwise inaccessible to patrons
● Artifacts	● Loose photographs
● Books of remembrance	● Memorabilia
● Correspondence and travelogues	● Pedigrees and family group charts
● Family Bibles (However, FamilySearch welcomes photocopies of pages containing genealogical information. Please include a photocopy of the Bible's title page and the owner's name and address.)	● Personal journals
● Fiction	● Personal and family videos
● Photo albums and scrapbooks	● School yearbooks

**FamilySearch Library Rights – Gifts**  
 50 E. North Temple Street, Rm. 545  
 Salt Lake City, UT 84150-0005

## 2. Daughters of the American Revolution Library *(see DAR.org for specific details)*

### TYPES OF DONATIONS THE LIBRARY NEEDS

Books, maps, microforms, manuscripts, charts and periodicals in the following subject areas are acceptable for donation:

● genealogy and family history	● local history, record abstracts, etc.
● state history, record abstracts, etc.	● U.S. History, record abstracts, etc.
● records and histories of religious groups and denominations: church histories	● histories of the Revolutionary War era
● historical and genealogical periodicals, newsletters, journals, yearbooks, etc.	● biographies of major figures in U.S. history
● Ethnic-American history and genealogy	● Native American history and genealogy
● U.S. women's history	

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*Please do not send items in the following subject areas:*

Poetry, literature, cookbooks, illustrated historical calendars, state or chapter yearbooks/directories, historical fiction, children's books.

## GUIDELINES FOR DONATION OF MATERIALS

- Always **obtain approval to donate a book or other materials before mailing** it to the Library.
- Coordinate your donations with your State Librarian or State Library Committee Chairman.
- The Library accepts donations of \$10 per book for binding, but this is not required.

**The DAR Library**  
1776 D Street, N.W.  
Washington, D.C. 20006-5303  
202-879-3229

### 3. New England Historic Genealogical Society

(See more details at <http://www.americanancestors.org/donate-special-collections/>)

#### WHAT WE COLLECT

NEHGS encourages our members and friends to consider donating their genealogical materials.

● Papers and records of professional / amateur genealogists and family associations	● Town and church records and functions (transcriptions or originals)
● Personal records in the form of correspondence, diaries, bible records, family registers, journals, wills, deeds, photographs, and other records	● Transcriptions or other copies of documents of the national governments (i.e., naturalization, immigration, census, military, and ship records)
● Corporate or professional records that contain valuable genealogical or historical information	● Books and other published material (periodicals, CDs, etc.) in print or electronic form
● Manuscript genealogies, notes or charts	

**New England Historic Genealogical Society**  
99 - 101 Newbury Street  
Boston, Massachusetts 02116, USA  
617-226-1232

#### 4. State/County Societies (Examples)

##### a. California Genealogical Society

Accepts donations of books and periodicals that have genealogical content. ..."**family genealogies or family histories; county histories and local histories with biographical sketches of residents; indexes to, or abstracts of, vital records or newspapers; and genealogical periodicals.** Works on CD-ROM or microfilm will be accepted if not available in other formats."

**California Genealogical Society**  
2201 Broadway, Suite LL2,  
Oakland, CA 94612-3031  
(510) 663-1358

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### b. Missouri State Genealogical Society

“The MoSGA Library Program is seeking complimentary copies of recently published books on family histories, genealogies, local histories, and other topics relevant to genealogists. Every book donated will be reviewed in the MoSGA Journal, and a copy of the review will be sent to the author. A bookplate naming the donor will be placed in the book and the book will be placed in the circulating collection at the Midwest Genealogy Center of the Mid-Continent Public Library, Independence, Missouri. This collection is available for use at the library, and more importantly, **available for interlibrary loan, reaching genealogy patrons throughout the United States.**”

### c. Tennessee Genealogical Society (<http://www.tngs.org/ansearchin/pdf/1995-3.pdf>)

“Contributions of all types of Tennessee-related genealogical materials, including **previously unpublished family Bibles, diaries, journals, letters, old maps, church minutes or histories, cemetery information, family histories, and other documents are welcome.** Contributors should send photo copies of printed materials or duplicates of photos since they cannot be returned. Manuscripts are subject to editing for style and space requirements, and the contributor name and address will be noted in the published article. Please include footnotes in the article submitted and list additional sources. Check magazine for style to be used. Manuscripts or other editorial contributions should be typed or printed.”

**The Tennessee Genealogical Society**  
P.O. Box 381824  
Germantown, TN 38183-1824

## 5. Allen County Public Library, The Genealogy Center

(<http://www.genealogycenter.org/Donate.aspx>)

“We welcome your contributions of **papers, books, and disks of data.** In print or in digital formats, your work will not only benefit great numbers of researchers, it will also be preserved for generations to come on our shelves and webpages. Whether it’s **research articles, images of military veterans in your family history, completed books, indices to record groups large and small, or copies of the family record pages in your family Bible,** all will find a good home in The Genealogy Center. Contributions can be *mailed or sent electronically* directly to The Genealogy Center.”

**The Genealogy Center**  
Allen County Public Library  
P. O. Box 2270  
Fort Wayne, IN 46801  
Tele 260-421-1225  
Email [Genealogy@ACPL.Info](mailto:Genealogy@ACPL.Info)