

Itasca Historical Society Archives Archival Donation Guidelines

2/8/10

The Itasca Historical Society / Archives is seeking donations of items pertaining to the history of the Itasca area. **Materials Sought by the Itasca Archives includes, but is not limited to:** Documents, photographs and audio / video records. These items cover materials created by the Village of Itasca as well as residents of the Itasca area.

1. Policy

The Itasca Historical Society Archives is pleased to accept donations of materials and items that enrich and support our work of preserving the history of Itasca Illinois.

Donations are generally accepted for inclusion into the collection on the basis of their relevance to the history of the Itasca area and in accordance with the archives donation guidelines (see below). Each donation is individually assessed to ascertain whether it would make a valuable addition, in whole or in part, to current holdings.

2. Conditions of Acceptance

Donations are only accepted on the basis that the accepted material becomes the property of the Itasca Historical Society Archives. While the wishes of donors will be given every consideration, donations are not normally accepted with conditions of access or retention.

All donated materials are integrated into the existing collection.

The archivist reserves the right to dispose of any items which are considered to be unwanted or duplicated to other institutions or other appropriate places.

Other criteria used to determine acceptability are:

- a) that the prospective donations fall within the scope of the archives collection policy;
- b) that the donated items would not unnecessarily duplicate materials already held;
- c) that the physical condition of the materials is acceptable. For example, the archives will not usually accept damaged items or materials which have been significantly defaced;
- d) that the archives is in a position to process and maintain the material;

3. Procedures

All donations are to be accompanied by a signed *Deed of Gift* form. Copies of the form are available from the archivist.

On receipt of the form the archivist will:

- draft and send a letter, including confirmation of any related conditions and arrangements to the donor advising of the acceptance of the donation;
- place the numbered *Deed of Gift* form plus a copy of the letter in the "Donations Register"
- place the item in an appropriate acid-free container and label with the registration number;
- update the archives index.

Donating Materials to the Archives

The Archives accepts additions to its collections and holdings, especially unpublished personal papers and organizational records such as correspondence, diaries, photographs, scrapbooks, and research files that complement records created by residents of Itasca or Itasca organizations and businesses.

Materials Sought by the Itasca Archives includes, but is not limited to:

Audiovisual materials:

- photographs
- film
- sound and video recordings (analog and digital)

Family materials:

- diaries
- Letters
- Correspondence
- photographs
- scrapbooks

Itasca Village correspondence and files:

- letters
- diaries
- drawings
- photographs
- Ephemera
- posters and flyers
- scrapbooks

Organizational records and correspondence relating to participation in professional and social associations, clubs, groups, and societies

Speeches, presentations, and talks

For additional information on donating materials to the Itasca Archives, please contact:

Michael M. Stachnik

Itasca Historian

C/O Itasca public library