Itasca Archives Policy and Donation Guidelines

The Itasca Archives seeks to preserve the rich history of Itasca, Illinois, from its founding in the mid-19th century by Elijah J. Smith to present day. The Itasca Archives are under the direction and care of the Itasca Community Library. Documents, photos, and other small items are housed at the Itasca Community Library

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Scope

The Itasca Archives contains documents related to the Village of Itasca, the Itasca Garden Club, family letters and personal documents, photographs, books, maps, and items related to Peacock Middle School, Saint Luke's Lutheran School, and other local organizations.
The Itasca Archives contains several books, maps, and items related to DuPage County, Illinois.

Conditions of Acceptance

Due to limited capacity and staff availability, only small artifacts and two-dimensional objects can be accepted at this time. The Itasca Archives reserves the right to decline donated items related to neighboring towns or items not directly associated with Itasca, Illinois.

Items must be relevant to the Itasca Archives. All accepted materials become the property of the Itasca Archives upon integration into the collection and may be used at the Archive's discretion. The Itasca Archives does not provide appraisal for antique or rare items. The Itasca Archives reserves the right to decline donations.

Deaccessioning Items

Deaccessioning is the deliberate, careful, and conscious removal of donated items from the archival collection. An item may be removed if it is in poor condition, does not fit into the Itasca Archives' scope, can no longer be properly cared for, or redundant of other items in the collection. If known, the donor will be contacted regarding the removal of their donation and given a copy of the deaccessioning form. The removed item will then be returned to the donor if requested, transferred to another local history collection, or deaccessioned according to proper archival standards.

Loans

The Itasca Archives reserves the right to accept or decline artifact loans from individuals or organizations.

Accessing the Collection

The Itasca Archives is not open to public viewing. Researchers, residents, and other individuals may contact the Itasca Community Library to view Archives materials under supervision of library staff. Users may not remove original documents from the building without express permission from the library staff.

Accepted Materials

All materials must be in good condition.
Photographs (including, but not limited to: polaroids, slides, negatives, microfilm/fiche, glass plates, and digital images).
Videos (including, but not limited to: DVD, VHS, and CD/CD-ROM).

Sound recordings (including, but not limited to: cassette tapes, MP3/4 files, and CD/CD-ROMs).
Family materials (including, but not limited to: genealogy records, letters, diaries, correspondence, and scrapbooks).
Itasca Village and Library documents (including, but not limited to: letters, correspondence, memorandums, posters, flyers, announcements, scrapbooks, newspapers, pamphlets, maps, and meeting minutes and agendas).
Itasca clubs, groups, and societies papers and related items.

Not Accepted Materials

Extremely fragile and brittle papers.
Objects in poor condition from mold, decay, insects, and the like.
Perishable items.
Items not in the Itasca Archive's scope.
The following books and booklets:

- *The History of Itasca* by John Fridlund
- *The History of Itasca* by Miriam Greenblat
- *The Lutheran Church of St. Luke* by Gerald Danzer

Approved 12/16/2025