

Donation Acceptance Policy

Iowa Genealogical Society Library Committee

Revised 28 Aug, 2014

What we would like to have:

- Labeled file folders and notebooks with specific subjects, such as “Descendants of Henry and Henrietta Doe”, not just “Doe Family”.
- Photographs with identification of people, places, dates.
- Genealogy charts or listings with sources cited, inclusion of copies of the original record is even better.
- Family reunion booklets, lists and address books used to compile mailing lists for reunions, anniversary celebrations, etc.
- Organized newspapers clippings (usually mostly obituaries), labeled with date and name of the publication, **NOT** just a boxful of unidentified clippings or randomly pasted into a scrapbook.
- Correspondence filed in some type of system, whether by family group being discussed or by correspondent.
- Published books relevant to our geographical area, surname studies, recently published or most recent edition of reference books.
- Sizeable runs of surname association newsletters that we do not have in our collection.
- Diaries and journals with authors identified.
- Organized wedding, birth, funeral and graduation bulletins.
- Yearbooks of any kind including church, school, and other organizations.
- Postcards, including those with photos of buildings, parks and points of interest.

What we CAN NOT USE because we do not have staff to sort and organize (or sometimes lack storage space to keep):

- Boxes full of loose clippings, pages of notes, unidentified photocopies of portions of published works.
- Albums with the plastic film-covered sticky pages full of unidentified photos.
- Boxes and envelopes of unidentified, unsorted photographs, slides and film negatives.
- Unorganized copies of notes and such on CD-Rom, especially those that require older software.
- Family history files on DC-Rom using obscure and/or old software.
- Multitude of loose notes on scrap paper, envelopes, napkins, etc.
- Unorganized boxes and bags of greeting cards or envelopes.

We hate to let anything go because someone may always find “gold” in it, but we don’t have the resources (money, volunteers, staff) to handle the unorganized collections.