

# Donation Acceptance Policy

## Iowa Genealogical Society Library Committee

### 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 – included 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 newspaper clippings (usually mostly obituaries), labeled with date and name of the publication, NOT just a boxful of unidentified clippings or clippings 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 specific geographical areas (preferably in Iowa, but we will accept others), 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 with identified photos, including those of buildings, parks, and points of interest. If the photo is of a person, the person should be identified.

### 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 CD-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 collections that are not sorted or identified.**