



# ADAMS COUNTY HISTORICAL SOCIETY

P.O. BOX 4325  
GETTYSBURG, PENNSYLVANIA 17325

## Guide To Donating Historical Materials

Thank you for your interest in donating historical materials to the Adams County Historical Society (ACHS). The majority of the materials that we make available to the public in the archives and exhibits have come through generous unconditional donations made by private individuals. Please note that ACHS does not allocate funds for historic collection acquisitions.

Below you'll find a brief listing of materials at ACHS is looking to add to its collections. If you any questions, or would like to make a donation, please contact one of the members of our collections management staff. We would be happy to speak with you.

### **Materials of Interest:**

ACHS collects materials relevant to interpreting the history of Adams County Pennsylvania. The society is interested in acquiring items such as memoirs, diaries, personal correspondences, identified photographs, unrecorded deeds, and 3-D artifacts. Please consider extracting the data pertaining to Adams County from any genealogical publication you wish to donate. The Society operates The Battle of Gettysburg Research Center which collects primary source documents with high research value for the Gettysburg Campaign. Battle of Gettysburg objects that are site specific to the Seminary campus are also of special interest. ACHS also has a strong interest in collecting items that could be used for hands-on history programs.

### **Items Not Accepted:**

Items that will not be accepted in the collection include: family bibles, unidentified materials, items in poor or infested condition, newspaper clippings, medical or financial records post 1900, commercial motion pictures, and any item that does not fulfill the mission of ACHS. Additionally, materials for which ACHS does not have the necessary resources to provide proper care will not be accepted. The textile collection at ACHS is very complete and clothing is generally no longer accepted.

### **Conditions for Accepting Materials:**

Note that the ACHS will not accept any donations that can be classified as conditional gift. Once an item is accepted in the ACHS collection it becomes the property of the Society.

The donor may not place any condition on a gift such as length of exhibit, dictate how an item is to be displayed and/or interpreted. Donors may not make conditions concerning how materials are arranged and/or that create restricted public access.

The ACHS may not be able to accept all items a party is looking to donate. Those donations are handled on a case-by-case basis and evaluated by a member of the collection staff. Decisions on acceptance are made by the appropriate staff member.

Any items not accepted for the collection will be returned to the donor unless otherwise specified.

No copies of materials, to include photocopies or scans, will be made as condition of donation.

Please do not mail and/or ship any items to ACHS without first speaking to a member of the collections management staff.

### **Appraisals:**

According to Internal Revenue Service regulations, ACHS cannot appraise artifacts, archival collections, or books, nor can we suggest the name of an appraiser or appraisal service. If you wish to have an item appraised, it must be done before it is donated and at the donor's expense.

### **Collections Management Staff Contacts:**

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