

Donor Information Sheet

The Arizona Historical Society Archives primarily focuses on the philosophy of access and sustainability. The main goals are to make the materials as open, discoverable, and available as possible and to collect responsibly for long-term stewardship.

Materials are evaluated by the following: **Scope, Size** (any collection larger than 5 linear feet requires a field visit), **Condition, Level of Conservation/Preservation Needed, Uniqueness, and Historical Significance.**

What We Collect:

- **Manuscript Materials that primarily document Arizona**
- **Personal or Family Papers (that document Arizona)**
- **Organizational or Business Records**
- **Photographs (Identified)**
- **Oral Histories**
- **Maps**
- **Film and Other Media**
- **Books**
- **Ephemera**

Archives Department cannot acquire materials or collections under the following conditions:

- Inability to support the collection due to its size, format, or general condition
- Collection requires more conservation than budgets and/or local/regional grants will fund
- Collection comes with donor or family restrictions that limit access for an indefinite period of time
- Cost associated with transporting, storing, or processing exceeds budget
- Insufficient contextual information that links to Arizona
- The donor has no clear ownership to the materials
- Photographs of places or objects are unidentified. Unless they are immediately recognizable, and photographs of people must be identified with at least last names.
- AHS strongly prefers to collect whole manuscript collections rather than individual items, and we discourage donors from breaking up collections. AHS also seeks to acquire materials that add to our existing collections. If a collection is offered to us and we know that another repository already has a part of the collection, we will encourage the donor to give the other repository first refusal on the new material.

Please **do not** send or drop-off any unsolicited materials. If you are interested in donating to the Archives please contact the VP for Archives for initial consultation. All acquisitions become the property of the State of Arizona. Unsolicited donations may be disposed of at the Arizona Historical Society's discretion.

SUSAN M. IRWIN, VICE PRESIDENT

LIBRARY & ARCHIVES

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