



<b>Policy Name</b>	Library Donations Policy		<b>Policy Number</b>	
<b>Date Revised</b>	Aug. 6, 2017	<b>Supersedes:</b>		
<b>Date Approved by Board:</b>		<b>Next Review Date:</b>		

AFHS gratefully accepts donations of materials that are appropriate for a genealogy library. Our focus is on Western Canada, but materials from around the world are appreciated if they fit our mandate. We are a library, not an archive. When planning a donation, please keep these guidelines in mind.

**We accept**

- Published books about genealogy, local history and social history
- Published family histories
- Cemetery transcriptions
- Maps and atlases with historical significance
- Journals of genealogical societies, newer than 10 years
- Materials about the history of AFHS

**We do not accept**

- Photocopies of books or parts of books
- Research notes, personal correspondence, scrapbooks, photograph collections
- Printouts of documentation such as census or BMD registrations
- Topographic maps
- Course materials

**Back Issues of AFHS *Chinook*, Newsletters and *The Breeze***

We are looking for the following issues to complete our archival collection:

- *Chinook*: Vol. 1, #1; Vol. 2 #1, #2, #3, #4; Vol. 3 #1, #2, #3, #4; Vol. 4 #1, #2; Vol. 7 #2; Vol. 9 #3, #4
- *Newsletter*: #47, #49, #54, #65, #92, #93
- *The Breeze*: We are missing various issues. Contact [archives@afhs.ab.ca](mailto:archives@afhs.ab.ca) for a list.

If donated materials duplicate what is in our collection, we will try to sell them to purchase new materials.

Please fill out a green form (available from the library volunteer) when you drop off your donation. It is important that we have your contact information.