

Library Materials Donations Policy

Date Revised	February 2, 2026	Supersedes:	Aug. 6, 2017
Date Approved by Board:	February 2, 2026	Next Review Date:	

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 Newsletters and *The Breeze*

If you have some of the original AFHS *Newsletter* or *The Breeze*, please contact archives@afhs.ab.ca to enquire if we need them to complete our archival collection. We do not require any back issues of our journals (*Quarterly* or *Chinook*) or *Chinook Arch.*

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 and whether you wish us to return any items we cannot use.

If we receive a donation of an identical item that is in better condition or a newer edition, we catalogue the newer item. We try to sell duplicates and older materials to purchase new items.