

# Donating Materials

## Help expand Henderson Libraries' community archives!

All donated materials must be free of dirt, moisture, mold and pests, and must be in good condition. All donors must sign the deed of gift form which transfers rights for the donated materials to the Henderson Libraries.

The Libraries will care for and make available to researchers all materials according to professional archival standards. The Libraries reserve the right to refuse gifts if they fall out of the scope of the collection or if the Libraries do not feel they have the resources to maintain the donation.

Contact the Digital Projects Librarian for a possible donation by calling (702) 207- 4287 or email [digitalcollections@hdpl.org](mailto:digitalcollections@hdpl.org).

Please look over our collection mission and our policies regarding what we collect.

## Local History Collection Mission

The purpose of the Henderson Libraries Local History Collection is to preserve the history of Henderson, Nevada and provide access of historical materials to residents, students, and scholars. Henderson Libraries seeks to provide materials that increase knowledge about family histories, social, physical, economic, and cultural heritage of Henderson. The Local History Collection includes the physical collections housed in the Archives at the Paseo Verde Library branch, and digital formats that are freely accessible through the Digital Collections.

## Scope of the Collection

The Local History Collection includes original materials in a variety of formats including, but not limited to, newsletters, newspapers, letters, diaries, pamphlets, posters, scrapbooks, photographs, maps, illustrations, audio and video, microform, and born digital documents (PDF, TIFF, JPEG). The Local History Collection focuses on materials that are related to Henderson's history, mainly focusing on its significant individuals and families, government, social and religious organizations, and families. The geographic scope focuses exclusively on the Henderson area.

# Selection Criteria

The Local History Collection focuses on materials that fit the following factors:

- Historic merit and value
- Community request
- Available space to house materials
- Clear copyright
- Cost to process, store, and preserve
- Authentic and completeness of record
- Good condition
- Non-duplication of material within the collection or other institutions
- Lack of restrictions by donor

# Policy Review

This policy is subject to revision in accordance with changes in community needs and interests and the subsequent effect on the stated mission of the Henderson District Public Libraries. This policy is reviewed annually and revised as necessary.