

HSFF ARCHIVES POLICY

Thank you for your interest in donating research materials to the Historic Santa Fe Foundation! The care and management of archival resources is part of the Historic Santa Fe Foundation's (HSFF) mission. HSFF archives materials that have enduring historical value and makes these resources available to both the public and professional researchers. However, space and human resources are limited and HSFF must be careful about materials accepted for its archives.

HSFF welcomes items associated with the history, cultural heritage, landmarks, infrastructure, and the natural and built environments of Santa Fe. This includes, but is not limited to printed documents, photographs, architectural records, audio recordings, and electronic media. HSFF uses these items to assist property owners, professional researchers, and interested parties in studying the various historical aspects of Santa Fe. Archival materials are added through donation; HSFF does not purchase items for its archives.

If you have a collection of materials that you believe is appropriate for the HSFF archives, we ask that you:

- prepare a general inventory of the materials. This will assist the HSFF in determining whether the collection is appropriate for our archives. We can supply an inventory checklist.
- designate any materials that may be sensitive or in poor condition.
- remove any duplicate items, e.g., several copies of an architectural study or a book, or multiple drafts of a manuscript.

The HSFF archives committee will determine if your collection is appropriate for our archives and if HSFF has the capacity to care for the collection.

- In general, HSFF will not accept materials with restrictions on use nor will it guarantee that donated materials will be used in a specific manner. If sensitive documents are included in a donation, HSFF will discuss reasonable controls on access to the documents.
- The HSFF will not accept items in poor or fragile condition unless of significant historical value.
- The HSFF will not accept secondary source materials that may be available in local or regional libraries.

If the HSFF archive committee determines that your collection will enhance our archival resources, we will ask that you sign a Deed of Gift. With your agreement, a determination will also be made on final disposition of materials that do not contribute to the HSFF mission. The HSFF Board of Directors must make final approval to accept donations.

HSFF does not provide monetary appraisals of donated materials for tax purposes.

Organizing and managing an archival collection is an expensive operation. Though not required, donors are encouraged to contribute funds to help defray the costs of cataloging, conserving, and storing their donations. Monetary donations to HSFF are tax deductible!

DEED OF GIFT AGREEMENT

I, _____ give to the Historic Santa Fe Foundation absolute and irrevocable ownership of the following property, with all literary rights and copyrights that I may have to the material. If any materials within the collection have copyrights that are previously retained by any other individual, agency, organization, or company, this condition is subject to such copyrights. I further grant the right to transfer the materials to any format or medium now known or later developed for preservation and access in accordance with this agreement.

Description of donation (attach HSFF inventory checklist if completed):

I agree that the Historic Santa Fe Foundation may use the material as it seems most beneficial, that it will have full rights to the material, allowing research as it sees fit, with the exception of restrictions or conditions stated below:

I prefer that any materials not retained by HSFF be returned to me or my designee.

or

I grant to HSFF the right to dispose of any materials from this donation not retained HSFF. In full accord with the provisions of this deed of gift, I hereunto set my hand

Donor Signature

Date

Street/Apt/PO Box

City/State/Zip

Receipt of above materials acknowledged on behalf of the Historic Santa Fe Foundation by:

Name/Title

Date

HSFF Donation Inventory Checklist
(To be completed by donor)

Total number of containers: _____

Container 1 (*Numbers of items*)

Document files (e.g., folders, reports, manuscripts): _____

General subject description: _____

Photo files: _____

General subject description: _____

Photo negative files: _____

General subject description: _____

Transparency files (slides): _____

General subject description: _____

Audio: _____

General subject description: _____

Books: _____

Other (please describe): _____

Container 2 (*Numbers of items*)

Document files (e.g., folders, reports, manuscripts): _____

General subject description: _____

Photo files: _____

General subject description: _____

Photo negative files: _____

General subject description: _____

Transparency files (slides): _____

General subject description: _____

Audio: _____

General subject description: _____

Books: _____

Other (please describe): _____

Container 3 (*Numbers of items*)

Document files (e.g., folders, reports, manuscripts): _____

General subject description: _____

Photo files: _____

General subject description: _____

Photo negative files: _____

General subject description: _____

Transparency files (slides): _____

General subject description: _____

Audio: _____

General subject description: _____

Books: _____
Other (please describe): _____

Container 4 (*Numbers of items*)

Document files (e.g., folders, reports, manuscripts): _____
 General subject description: _____
Photo files: _____
 General subject description: _____
Photo negative files: _____
 General subject description: _____
Transparency files (slides): _____
 General subject description: _____
Audio: _____
 General subject description: _____
Books: _____
Other (please describe): _____

Container 5 (*Numbers of items*)

Document files (e.g., folders, reports, manuscripts): _____
 General subject description: _____
Photo files: _____
 General subject description: _____
Photo negative files: _____
 General subject description: _____
Transparency files (slides): _____
 General subject description: _____
Audio: _____
 General subject description: _____
Books: _____
Other (please describe): _____

HSFF ARCHIVAL RECORD

Accession control number:

Creator or originator of collection:

Donor (including address, contact person):

Type of acquisition (transfer, purchase, gift):

Restrictions and terms of use:

Scope and content (predominant subjects, etc.):

Deed of Gift on file:

Quantity of containers:

Type of media (paper: correspondence, memos, manuscripts; photo prints; photo negatives; slides; oversized materials; drawings; architectural plans):

Condition:

Date range:

Notes:

Deaccessioned: Entire collection Selected materials (specify below)

Organization

Date

Address

Accepted by:

Name/Title

Date