

Small Collections Definition

Small Collections consist of original documents, photographs, news clippings and occasionally artifacts that pertain to a particular organization or event in Sun City's history. Small collections are generally limited to one folder of material. Several of the Small Collections are duplicates that supplement larger scrapbook collections such as the Sun City Saints woman's softball team, the Sun City POMS, and the Sun City Sunshine Services organization.

References to other materials that deal with the same topic are included at the conclusion of each summary paragraph. Most of these references point to other small collections or one of the large scrapbook collections in the SCAHSM.

Instructions for the use of small collections:

1. These are original materials and must be handled with care.
2. No eating or drinking is permitted while using the small collections.
3. Collections may be examined at the reference desk or another location in the museum as assigned by the docent.
4. Use of the small collections is open to all visitors, whether or not they are SCAHSM members.
5. Anyone wishing to examine the small collections must complete a "page slip" that includes: name, date, small collection(s) examined, and whether or not a SCAHSM member. The docent assisting the visitor will use the page slip to retrieve the collection. It should be filed in place of the folder retrieved and retained/filed afterward.
6. Visitors are not permitted to mark small collection documents in any way.
7. Visitors wishing to take notes may do so with pencil only.
8. Visitors wanting copies from the small collection need to pay our current photocopying rates.