



Sun Cities Area Historical Society
10801 W. Oakmont Dr. Sun City, AZ 85351



Acquisitions COVER PAGE

No items will be given to docents, office staff or Board members.

An Acquisitions Committee member will accept items at a scheduled time and date.

Items we are accepting:

Photos of Sun City or Sun City West

Publications relating to Sun City or Sun City West

Club minutes and Annual Reports

Original memorabilia, materials or reports from Del Webb or DEVCO

Scrapbooks relating to Sun City or Sun City West

Audiovisual recordings (any format)

Sun Cities Area Historical Society and Board of Directors related material

All material will be accepted in print or digital format.

See the **Donation of Historical Materials Procedures and form** or **Scrapbook Donation Procedures and form** for details.

If there are questions or to schedule a meeting with an Acquisition Committee member, send an email to: wagersscahs@gmail.com



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Donation of Historical Materials Procedures

No materials can be accepted by docents, office staff or Board members.

- 1) The donor will be given an **Acquisitions Cover Page, the Donation of Historical Materials Procedures and Donation of Historical Materials Form.**
- 2) Donor will contact the Acquisitions Committee to schedule a meeting by emailing Barb Wagers at wagersscahs@gmail.com.
- 3) Donor will bring the **completed** form including signature and initials and the Inventory list with descriptions to the meeting.
- 4) The Acquisitions Committee member will examine each item and check for duplications with our existing holdings and if the item does **not** follow the criteria on the Cover Page, it will be declined and returned to the donor.
- 5) If the item meets the initial criteria, it will be accepted for final review by the committee.
- 6) The committee will decide whether the item meets the final criteria and will be accepted as part of the collection.
- 7) If an item goes through the initial criteria but does not meet the final criteria and the donor wants the item returned, the Acquisitions Committee will help facilitate the return.



SUN CITIES AREA HISTORICAL SOCIETY
10801 W Oakmont Dr. Sun City, AZ 85351



Donation of Historical Materials Form

Donor Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Statement of Ownership

I OWN the following material:

Initials: _____

REQUIRED:

Attach a detailed list with a description of material.

Donation Authorization

The use of the material I wish to donate to the Sun Cities Area Historical Society will be **unrestricted**.

I understand that Sun Cities Area Historical Society will not accept any item that the donor expects to be placed on "permanent" display or on loan/deposits.

I, the donor, gives up all rights to the items accepted and gives full authority to the Sun Cities Area Historical Society to use and/or dispose of these items, however they deem appropriate.

If an item is not accepted, I want the item returned to me. Circle one YES NO
If I answer YES, I understand I have 30 days to pick up the item once I am contacted.
If I answer NO, I understand SCAHS will dispose of it.

Donor Signature: _____ Date: _____

Received by Acquisitions Committee member: _____ Date: _____

Receipt given to donor includes a copy of this form with signatures and a copy of the inventory list.