



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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Scrapbook Donation Procedures

No scrapbooks will be accepted by docents, office staff or Board members.

- 1) The donor will be given an **Acquisitions Cover Page, Scrapbook Donation Procedures and Donation of Scrapbooks 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 separate list of donations with descriptions to the meeting.
- 4) An Acquisitions Committee member will look at each scrapbook 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 scrapbook meets the initial criteria, it will be accepted for final review by the committee.
- 6) The committee will decide whether the scrapbook(s) 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, the donor will be contacted and the scrapbook returned.



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



Donation of Scrapbooks Form

Donor Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Statement of Ownership

I **OWN or the** (club/organization) _____ owns the following
scrapbooks from (Sun City or Sun City West) TITLE: _____

Date(s) of scrapbooks: _____ Volumes: _____ Initials: _____

REQUIRED:

Attach a detailed list with a description and dates of each scrapbook.

Donation Authorization

The use of the scrapbook(s) I wish to donate to the Sun Cities Area Historical Society (SCAHS) 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.

The Acquisitions Committee will decide if the scrapbook(s) will be accepted and digitized. If these scrapbook(s) are accepted, I, as donor, give up all rights to the scrapbooks. If the scrapbooks are digitized, the committee may decide not to retain the original in its collection. In this case, the original scrapbooks will be returned to the donor. The donor will be contacted and have 30 days to reclaim the originals. After 30 days, the committee will dispose of the scrapbooks at its discretion.

Donor/Representative of Club/Organization Signature: _____

Donor/Representative Club Position: _____

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.