

## Donation Guidelines for Organizations (02-06-2026)

Any materials for donation to [Jones Memorial Library](#) must be presented to the JML Archivist, Gwen Wells, for approval. Each donation must be accompanied by a completed and signed **Deed of Gift**, which can be [downloaded and printed from our website](#). JML recommends that each organization designate an officer of the organization to act as depositor for their materials. Materials should be original documents, not photocopies. \*Only one original document is required. Photocopies of original documents should be discarded.

### What goes Into the collection

- **Minutes of Board, General and Special Meetings**
- **Treasurer's Reports/Budgets**
- **Annual Reports**
- **Correspondence:** letters relating to club membership (ie.resignations, applications). Signed letters from guest speakers. Only correspondence that relates to club activities and business.
- **Yearbooks**
- **Newsletters**
- **Certificates and Awards**
- **Scrapbooks:** Club scrapbooks only. Photos in the scrapbook should be accompanied by text listing people in the photo, location/event, and date.
- **Thumb drives** of any documents and/or audio/video materials. Please, no discs, tapes, or hard drives.
- **Presidential Papers.** Presidents may submit collective papers not included elsewhere in the collection.

### What does NOT go into the collection

- **Any personal identifiable information:** Social security or driver's license numbers, passports, insurance or financial papers with account numbers.
- **Social mementos/souvenirs:** non-paper items. Do not include dried flowers, "grab bag" items from meetings or conferences. Small advertising or promotional items are an exception.
- **District, State, or National material.**
- **Any item that does not pertain to the club as a group.** (Publications from other organizations or groups.) If a member is featured in such publication, a photocopy of the article is acceptable, with publication and date noted on the copy.
- **Paperclips, rubber bands, adhesives, or sticky notes.**
- **Canceled checks, Bank statements, or other financial records.**
- **Personal correspondence.**

**Thank you for trusting us with your materials and your stories!**