

Donation Guidelines of the Hyde Park Historical Society

Scope of the Hyde Park Historical Society Collection

The Hyde Park Historical Society field of interest includes all parts of the original Township of Hyde Park now in the City of Chicago, which is bounded by 39th Street, State Street, 138th Street, Lake Michigan and the Illinois-Indiana State Line. The history of Hyde Park dates from the 1853 to the present.

In general, the Hyde Park Historical Society collects books, documents, reports, manuscripts, maps, photos, posters, postcards, brochures, advertising materials, local organization records, and oral histories relating to living and working in Hyde Park, Hyde Park local governance, the built environment, and individuals of note associated with Hyde Park.

Guidelines

The Hyde Park Historical Society can accept large or small donations of materials pertaining to the life and work of an individual or organization associated with Hyde Park. To a limited degree the Society can receive artifacts such as furniture and artwork. Prior to the donation of materials, the archivist will work closely with donors to determine what materials best fit within the Society's collection.

Materials that are often of historic value are listed below. Please note that this list is not definitive. Other types of documents or items not included here may have historical value as well.

Personal and Family Materials

- Letters, diaries, scrapbooks
- Speeches, research notes, lecture notes
- Photo albums, photographs, biographical information
- Genealogical information
- Professional files
- Video and audio tapes and other recordings
- Manuscripts, Scrapbooks
- Local school yearbooks, newsletters

Organization and Institutional Materials

- Articles of incorporation, bylaws, annual reports

- Correspondence, meeting minutes, legal documents
- Financial documents, planning documents, press releases
- Publications, photographs, advertising materials, maps
- Video and audio tapes and other recordings
- Newsletters

Event Materials and other Ephemera

- Programs, menus, favors
- Election memorabilia
- Hotel and restaurant tableware
- Postcards, matchbooks

Donation Process

For sizeable donations, the potential donor will notify the Society of the intent to make a donation. The Archivist will meet with the potential donor and go over the Society's procedures and policies for accepting materials into the collection, including the execution of a deed of gift to the society. For smaller donations, or donations of single items, the Archivist will issue a receipt to the donor. The Archivist is responsible for insuring that all Society procedures and policies are followed in the acceptance of any materials into the collection.