

SCCHGS DONATION POLICY  
HISTORICAL & GENEALOGICAL MATERIALS

(updated October 2024)

The Santa Clara County Historical and Genealogical Society, SCCHGS, solicits, appreciates, and accepts certain materials which increase the value and completeness of our local history and genealogical collection.

The following materials may be accepted:

- Contemporary “how to books” relating to Genealogy (less than 5 years old)
- Genealogical reference books for any location
- Published books related to Santa Clara County History
- Research materials (documents, records, journals, newspaper clippings, labeled photographs, compiled genealogies) that pertain to families and individuals who were present in Santa Clara County prior to 1925.
- Materials related to the history of local businesses, churches, institutions, occupations, and educational establishments..
- Maps of Santa Clara County, or cities in Santa Clara County

Donated materials must be delivered to the Heritage Pavilion at the Santa Clara City Central Park Library, 2635 Homestead Ave, Santa Clara, California. Please email [Librarian@scchgs.org](mailto:Librarian@scchgs.org) or call 408-615-2986 prior to dropping off the materials.

Materials that are deemed not appropriate for the collection will be disposed of at the discretion of the SCCHGS Library Committee, unless specific arrangements for return are made at the time of the donation. Donated items not added to the collection may be offered to members for a donation, recycled, given to the Friends of the Santa Clara Library, or transferred to another, more appropriate repository. Occasionally items are sold.

We are unable to accept the following:

- Genealogical how-to books more than 5 years old
- Research materials unrelated to families in Santa Clara County prior to 1925
- Society journals, newsletters, or genealogical publications, magazines
- Historical artifacts and ephemera
- Photocopied books
- Conference proceedings
- Photographs without documentation of place and individuals’ names
- Negatives, slides, film

Monetary donations are always gratefully accepted and can be sent to:

SCCHGS % Santa Clara City Central Park Library 2635 Homestead Ave Santa Clara, CA 95051