

SOUTH BETHANY HISTORICAL SOCIETY
NEW MATERIALS CHECK IN PROCESS

Donor Drop-off:

1. Materials may be dropped off at the South Bethany Town Hall or they may be received by a member of the Preservation Committee. The Donor should leave his name and contact information with the materials.
2. The materials will be reviewed by the Preservation Committee. If the materials are found to be within the scope of the Society's collection, the Donor will be asked to complete a Deed of Gift form. If the items are not within the scope of the collection, they will be returned to the Donor.
3. The Donor will receive a copy of the Deed of Gift form upon its completion which serves as a receipt.
4. The Secretary, or others designated by the President, will send a note of thanks whether or not the donation is retained by the Society.
5. The new materials will be sent to the Preservation Committee or archivist for necessary preservation, indexing, scanning and storage.