

# Indiana State Library | Rare Books and Manuscripts

## Frequently Asked Donation Questions

### **Why would you want my papers?**

We are committed to documenting the history of our state and its people in all their diversity. Your papers may contribute a unique piece of history to the state of Indiana. The strength of our holdings adds to the Indiana State Library's reputation as a major research institution.

### **Why should I donate them?**

Rare Books and Manuscripts offers both a secure environment and professional staff to process and provide reference to the collection. Your donation would be located among primary and secondary sources throughout the library, greatly enhancing their research value. Patrons can view our holdings in-person in the reading room under supervision. All researchers must present photo identification and complete a registration form before collections are provided.

### **Can I loan them?**

No. The Indiana State Library cannot invest public resources to process, house, and provide reference to materials that do not belong to the library.

### **Can their use be restricted?**

If a collection includes sensitive materials it may be restricted for a period of time. However, there must be an end date when the restriction will be lifted so the materials can be used by researchers. You will be relinquishing your rights of ownership and copyright but will have the same right to use the materials as everyone else.

### **How will I get them to the library?**

Materials may be sent through the mail. In some cases, Rare Books and Manuscripts staff can facilitate the transfer through an onsite donation visit.

### **Do I have to organize them first?**

No. It is preferable they are kept in original order. Rare Books and Manuscripts staff will make the final decision on what to keep as we evaluate the context of the material to our other holdings.

### **Will you keep everything?**

No. We do not keep more than 3 copies of an item. Some published materials may be transferred to the reference area of the library. Due to condition, some items may be copied and the originals disposed. You may stipulate your wishes in the deed of gift form to have us return duplicate items or materials we do not retain.

### **Is there a charge?**

No. There is no charge to the donor for processing or storage. We do, however, gladly accept donations to the Indiana State Library Foundation.