

How do I donate artifacts or documents to the Los Alamos Historical Society Archives?

First, submit a completed temporary custody receipt through email, postal mail, or physical drop-off at the archives. If you have artifacts or documents that you believe would add to our collections, please use download the donation form on our website, fill it out, and either email or mail it back to us with a description of your proposed donation. If you are unable to download the online form, please call the Los Alamos Historical Society Archives at 505-695-5253 or email registrar@losalamoshistory.org and request that a copy of the donation form be mailed to you.

Please try to include a photograph and measurements of the object or documents with your form. You may mail your completed form to the address below:

Los Alamos Historical Society Archives
Attn: Registrar
1000 Central Ave, Suite 180
Los Alamos, NM 87544

Once it is received with the donation form, your clean proposed donation will be evaluated by the archives staff as a potential new addition to the collections. You will be contacted within a few weeks. You may also be contacted for additional information about your donation. If the Los Alamos Historical Society accepts your donation, you will be contacted by the curator, registrar, or archivist regarding next steps. If you have questions, concerns, or issues, or you wish to check on the status of your proposed donation, please contact us at 505-695-5253 or email registrar@losalamoshistory.org.

Can I mail or drop off a donation?

Donations may be dropped off at the address below with a completed donation form and will then be considered as potential donations for our collections. The archives staff will contact you with a final decision on the acceptance of your donation.

Los Alamos Historical Society Archives
1000 Central Ave, Suite 180
Los Alamos, NM 87544

How are potential donations reviewed?

Donation offers are reviewed by the Los Alamos Historical Society archives staff and the Collections Committee. The committee is made up of staff knowledgeable in both the scope of the Society's collections and the conservation issues associated with artifact and document care. The committee uses criteria specified in the Los Alamos Historical Society's mission statement

and its collecting scope, as well as current collecting goals, to guide its decisions. It also takes into consideration the condition of the object and the availability of resources required to store and properly care for the artifact or document, as well as catalog the material to make it accessible. The sensitive nature of materials or ownership of copyrights may also factor into acquisition decisions.

How long does it take for the Los Alamos Historical Society Archives to review proposed donations?

Typically, the process can take one to two months. If the Archives staff accepts your donation, it will be submitted to the Collections Committee, which meets monthly to review donations proposed during the previous month. However, regular reviews may be postponed when staff time is otherwise committed. If the Collections Committee accepts your proposed donation, you will be contacted by the curator, registrar, or archivist to arrange to have the donated materials shipped, picked up, or dropped off at the Archives. The final step is your signature on the Los Alamos Historical Society's Deed of Gift form, which legally transfers the property to the Los Alamos Historical Society.

Does the Los Alamos Historical Society pay shipping cost for a donation?

The Society, Museum, or Archives do not pay for or reimburse your shipping costs for donated material. Shipping costs are considered part of the donation unless other arrangements have been made with the Los Alamos Historical Society staff.

Will the Los Alamos Historical Society appraise my donation for its monetary value?

The Los Alamos Historical Society does not provide appraisals of the monetary value of materials proposed for donation or for any other reason because the Internal Revenue Service regards museums and libraries as interested parties. Monetary appraisals prepared for donors by such institutions are subject to question or disqualification.

However, professional appraisers will perform this service for a fee. To find a licensed appraiser, contact one of the following organizations for a referral.

- American Society of Appraisers - <http://www.appraisers.org/>
- International Society of Appraisers - <http://www.isa-appraisers.org/>
- Appraisers Association of America - <http://www.appraisersassoc.org/>

Can I take a tax deduction for my donation?

The Los Alamos Historical Society is recognized as a qualified charitable organization, thus the fair market value of your donated materials is generally tax deductible. To ensure that you receive the maximum tax benefit, it is recommended that you consult with your own accountant, attorney, and/or the

Internal Revenue Service.

Will the Los Alamos Historical Society exhibit the artifacts or documents in my donation?

The Los Alamos Historical Society cannot guarantee that any objects donated to its collections will be exhibited unless expressly collected for that purpose. Only a small fraction of the collections is on exhibition at any given time. However, our exhibits are designed to allow flexibility so that a greater number of objects in our collections may be exhibited. Cataloged documents and artifacts are made accessible for public, student, and professional research purposes.

The Historical Society does allocate a portion of its annual budget to maintaining optimal conditions in its storage areas and galleries to ensure the long-term preservation of all collections materials. Objects from the collections may occasionally be loaned to other institutions for temporary exhibitions.

If I donate artifacts or documents to the Los Alamos Historical Society, will they be returned to me at my request?

The Los Alamos Historical Society cannot return accessioned collections materials to the donor. Once the Collections Committee accepts your donation for the collections, you will be asked to sign a Deed of Gift, which legally transfers ownership of the materials to the Historical Society.

Can artifacts and documents be removed from the Los Alamos Historical Society collections?

The Los Alamos Historical Society may, with approval from the Collections Committee, remove objects and documents from the collections through a process called deaccessioning. Artifacts or documents that are damaged beyond repair, have a condition that puts other parts of the collections at risk, are duplicative of other items in the collections, or are outside the scope of the collections may be considered for deaccessioning. Deaccessioned material may be donated to another museum or cultural or educational organization, or it may be disposed of in a responsible manner. A copy of our deaccession policy may be requested at registrar@losalamoshistory.org or 505-695-5253.

Does the Los Alamos Historical Society accept long-term loans?

The Los Alamos Historical Society does not accept long-term loans. While it does accept loan materials on a short-term basis in conjunction with exhibitions and other programs, the Historical Society prefers to commit its resources to the storage and preservation of materials in the collections.

How do researchers access artifacts and documents in the Los Alamos Historical Society's collections?

The Los Alamos Historical Society makes the collections available to researchers at any point throughout the year. Access to artifacts, including documents and

photographs is available to researchers and the public by appointment only. Please contact Rebecca Collinsworth at archives@losalamoshistory.org or 505-695-5252 or Don Cavness at curator@losalamoshistory.org or 505-695-3454 to request an appointment.