



DEPARTMENT OF THE ARMY
UNITED STATES ARMY HERITAGE AND EDUCATION CENTER
CARLISLE, PENNSYLVANIA 17013-5021

GUIDE TO DONATING HISTORICAL MATERIALS

19 July 2012

Thank you for your interest in donating historical materials to the U.S. Army Heritage and Education Center (USAHEC). The majority of the materials that we make available to the public, in our archives and museum display areas, have come through generous unconditional donations made by Veterans and private individuals.

Below you will find a brief listing of the materials that the USAHEC is looking to add to its collections. If you have any questions, or would like to make a donation, please contact one of the members of our Collections Management staff. We would be happy to speak with you.

Materials of Interest to the Archives, Library, and Museum:

The Center collects uniforms, equipment, weapons, flags, Soldier souvenirs, original artwork, and captured enemy materials related to the history of the United States Army and Army Soldiers.

Additionally it collects memoirs, diaries, personal correspondence, official documents, photographs, unit and command newsletters, newspapers and periodicals, Army manuals and publications, audio and video recordings, films, unit histories, and books relating to Army and military history.

Items Not Accepted:

Items that will not be accepted into the collections include: live ammunition and ordnance, hazardous materials, pharmaceuticals or controlled substances, items in poor or infested condition, newspaper clippings, 201 files, medical or financial records, commercial motion pictures, and any item that does not fulfill the mission of the Center.

Conditions for Accepting Materials:

Note that Army Regulations prohibit the acceptance of any donation that can be classified as a conditional gift. Once an item is accepted into the Army Heritage and Education Center Collection it becomes property of the United States Army.

A donor may not place any condition on a gift such as length of exhibition, dictate how an item is to be displayed or interpreted, make conditions concerning how archival materials are arranged, or that create restricted public access.

The U.S. Army Heritage and Education Center may not be able to accept all of the items that a party is looking to donate. Proposed donations are handled on a case by case basis and evaluated by a member of Army Heritage Museum or the Military History Institute. Decisions on acceptance are made by the appropriate Curator, Archivist, or Librarian.

Any items not accepted into the collection will be returned to the donor unless otherwise specified.

It is necessary to make an appointment with the Collections Management staff before donating any firearm or inert ordnance. Army Regulations prohibit a firearm from being brought onto an Army Installation. Our staff must make arrangements with the security guards before a firearm or inert ordnance can be brought onto the premises.

Please do not walk unaccompanied up to any USAHEC building with a firearm. All firearms and inert ordnance must be left in a potential donor's vehicle and can only be brought into a building by a designated member of the USAHEC staff.

No copies of materials, to include photocopies or scans, will be made as a condition of donation.

Please do not send any items to the USAHEC without speaking to a member of the Collections Management Staff.

Appraisals:

According to United States Army and Internal Revenue Service Regulations, the U.S. Army Heritage and Education Center cannot appraise artifacts, archival collections, or books, nor can we suggest the name of an appraiser or appraisal service. If you would like to have an item appraised, it must be done before it is donated and at the donor's expense.

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