

WARREN COUNTY CHAPTER OF THE OHIO GENEALOGICAL SOCIETY DONATIONS PROCESSING POLICY ATTACHMENT G

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The Warren County Chapter of the Ohio Genealogical Society will identify, collect, organize, and preserve genealogical, historical, and geographical records, in all formats, with an emphasis on those that are based in Warren County, Ohio, its origins, and its surrounding areas.

Monetary donations help our society remain active and productive. This type of donation is placed in our general fund unless otherwise specified and can be used for a variety of things ranging from purchasing or publishing new books to purchasing new equipment or software to be used in our Resource Library.

The Warren County Genealogical Society is a 501(c)(3) tax-exempt organization and all donations are tax deductible to the extent allowed by law. Monetary donations over \$25.00 will be acknowledged in writing. If requested, a receipt can be provided for donations under \$25.00.

Family genealogies or histories related to Warren County or its residents, county histories, biographical sketches of residents, indexes, abstracts or transcriptions of vital records, newspapers, probate records, or cemetery records are greatly desired. Microfilms of genealogical data will be accepted. We also accept Family Group Records, Pedigree Charts, copies of pages from Bible records, and photos.

The objective is to add to the Resource Library's permanent holdings, and to make these items discoverable and available to users as openly as possible.

Donated items must be accompanied by a **Donation Form** and recorded in the appropriate **Book Donations Log** or **Material Donations Log** kept in the **Donations** binder in the bookcase behind the front desk. Upon receipt, the donated material will be reviewed, and a decision made regarding retention. A letter of thanks will be sent to the donor or their heirs (if gifts of the estate), and the material will become the property of the Warren County Genealogical Society.

Due to limited space, not all donations can be added to our collection. Donors are encouraged to submit items in bound format and to organize records before submission.

WCGS reserves the right to withdraw donations from our Resource Library collection if they become obsolete or can be replaced by newer editions.

Prior to the addition or removal of a donation of books or other materials or the removal of an existing item from our Resource Library collection, two Volunteers will evaluate each item and must agree this is the best course of action.

Volunteers can refer to Routing Forms for step-by-step instructions for processing Donations.