



Guide to Donating to the Collection

The Evanston History Center actively collects artifacts that fit the scope of our collection as defined in the EHC Collection Policy:

To build upon the strengths of the present collection of objects:

- Decorative arts produced in, or associated with, Evanston or the Dawes House.
- Military objects comprising weapons, clothing and accoutrements as they relate to local involvement.
- Farming and agricultural implements, machinery and tools used in Evanston.
- Indian objects of pre-contact period through 1840, excluding human remains and sacred objects, unless these are acquired to prevent further desecration.
- Fine art comprising landscapes, portraits and genre paintings and sculptures by local artists or original furnishings of the Dawes House.
- Business and Government, those objects used in commerce including accounting, sales, and operation. Governmental objects which have been used in the operation of units of local government or have been produced under the auspices of government.
- Architectural fragments relating to Evanston buildings or architects.

To that end, we collect under the following criteria:

- The object must relate in a significant way to the history or prehistory of what is now Evanston.
- Sufficient information about the history and function of the artifact must be available at the time of acceptance to justify the research and/or interpretation value of the object.
- The object must not represent an unnecessary duplication of artifacts already in the collection.
- We must be reasonably assured that the donor has legal title to the artifact and can convey that title to the Evanston History Center. We cannot accept items known to have been illegally imported or acquired, or to have resulted from the improper destruction of historic or archaeological sites, buildings, districts, or objects.
- The artifact can be acquired without restrictions (such as requirements for long-term loan, permanent display, or exhibition of an entire collection).
- The object is in reasonable condition, has no extraordinary conservation needs, and can be adequately stored and cared for by the Evanston History Center and in keeping with professionally accepted standards.

What happens when you donate items to EHC:

- The object will be reviewed to see if they meet the collecting scope of the EHC.
- If the object meets the collecting scope, a Deed of Gift form will be sent to the donor, which acknowledges the gift and officially transfers ownership of the object to EHC.
- All objects are assigned accession numbers and are indexed by category, date of acquisition, and by name of donor with suitable cross reference.
- Objects are stored in a manner to provide optimum security, accessibility and preservation.
- Objects, whether in use or in storage, shall be protected from life shortening forces such as excessive heat, cold, humidity, dryness, dust, ultra-violet light, insects, vermin or improper handling, to the best of our ability.

Our services do not include:

- Providing appraisals of the monetary value of donated objects.
- Accepting materials with permanent restrictions on access or for which donors do not themselves have clear ownership.
- Accepting liability for loss or damage to objects due to deterioration, fire or other natural disasters.

Funding for the EHC Collection:

EHC is a private nonprofit organization, not affiliated with the City of Evanston or any other entity, and as such the EHC Archive is funded by our general operating budget. Some organizations and individuals who donate archival records to EHC also make a financial contribution to help support

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our work in caring for the historical records of our community. These contributions, although certainly not required, do help to ensure our ability to maintain the EHC Archive long into the future.

For more information or to make a donation, please contact Erin Hughes, EHC Curator at (847) 475-3410 or ehughes@evanstonhistorycenter.org.