



## Aspen Historical Society Collections Donation Information Sheet

**Welcome** – This information sheet will help answer your questions about what AHS collects and how to make a donation. In 1963, Aspen Historical Society (AHS) began collecting objects and 2D materials to fulfill our mission of enriching the community by preserving and communicating the unique history of Aspen and the Roaring Fork Valley. AHS continues to welcome donations to the collection to enhance the research and display value of the collection. AHS maintains collections for preservation, exhibition, education, and research, and is dedicated to presenting its collection in a manner that is accurate, comprehensive, and accessible to the public. The full collections scope is available at the end of this information sheet.

### **AHS Collections Data** –

As of December 31, 2022, AHS Collection consists of 81,369 items in four categories – Archives (14,824), Library (1,164), Objects (8,067), and Photography (57,314). Public access to the collection is available at [ArchiveAspen.org](https://archiveaspen.org) and 42,515 items are now keyword searchable. If you would like to search our online database <https://archiveaspen.org/>.

### **Want to Donate?** –

We would love to hear about your potential donation. Please contact Curator of Collections Lisa Hancock ([curator@aspenhistory.org](mailto:curator@aspenhistory.org), 970.925.3721) to discuss your donation.

**Deed of Gift** – In order to transfer collections to Aspen Historical Society (AHS) donors are required to fill out and sign a Deed of Gift. The Deed of Gift transfers legal ownership of the collection to AHS as recommended by American Association of Museum best practices. The donor has the option to indicate if they would like items not retained by AHS to either be returned or disposed of as AHS sees fit.

### **FAQ** –

- Will AHS pay for the shipping if I donate to the collection? We normally ask donors to pay for shipping, but we are willing to discuss this stipulation, if necessary.
- Who owns the collection once it is donated? Aspen Historical Society becomes the owner of the collection once it is donated and the Deed of Gift is signed by the donor. AHS is mandated to own its collection for insurance and non-profit status issues. Details about transfer of copyrighted materials are handled on an individual basis.
- Am I required to pay AHS when I donate? No! AHS does not require any type of payment as a condition to accepting a collection. We encourage donors to support AHS by becoming members or by supporting their collection with a one-time financial gift. For more information on membership visit <https://aspenhistory.org/ahs-membership/>.

**The Fine Print** - Staff will review potential donations based on applicability to the Collections Scope, collection needs, duplication with existing collections, and condition of items in potential donation. AHS will sort any donations given to the collection and material not accepted to the collection will be disposed of as AHS sees fit unless the donor specifies the return of material that has not been accepted. AHS does not guarantee a time frame for the processing of the donated material. Donors will be provided with an inventory after their donated collections are processed upon request. AHS does not appraise collections as it is a conflict of interest. Donors must work with a qualified appraiser if an appraisal is desired. After processing, collections will be made available online at the discretion of AHS

staff. AHS does not accept long-term loans. AHS does not accept collections with qualifying conditions such as demands for objects to be used in exhibits or placed on perpetual display.

### **Collections Scope:**

#### ***Purpose of Collection***

The purpose of the AHS collection is to preserve and document the history of Aspen and the Roaring Fork Valley and to provide interpretation for AHS's sites, programs and users. Objects and two-dimensional collections are acquired, preserved, researched and exhibited to foster understanding and increase knowledge for AHS and the public it serves.

#### ***Collections Scope Statement***

AHS believes understanding our society, values, culture and history contribute to the well-being and vitality of our community. AHS seeks to present its collection in a manner that is accurate, comprehensive and useful to the public. AHS maintains collections for preservation, exhibition, education and research. AHS attempts to preserve collections geographically representative of Pitkin County, as well as the surrounding areas. Chronologically, collections encompass prehistoric people through present day and are represented by both three-dimensional and two-dimensional artifacts. If AHS is presented with material outside of its collection scope and deemed inappropriate for the AHS collection, AHS will assist the donor with locating an appropriate repository.

#### **GEOGRAPHIC SCOPE:**

AHS collects artifacts from Aspen, Ashcroft, Independence, Basalt, Woody Creek, Snowmass, Snowmass Village, Redstone, Meredith, Thomasville, Marble and Pitkin County. Artifacts were specifically used in, associated with and definitive of the geographic scope.

#### **TEMPORAL SCOPE:**

Collections include artifacts from prehistoric people through present day. Prehistoric people are defined as peoples existing before the Ute Indians.

#### **PHYSICAL SCOPE:**

- Photographs – slides, photographic prints, born digital and digital-only images, lantern slides, film negatives and glass plate negatives
- Objects – all three-dimensional items including textiles, artwork and framed photographs
- Library – books, theses, government publications, yearbooks, city directories, telephone directories and other types of reference material
- Archives – all written material including manuscripts, newspapers, oral history tapes, tape transcripts, scrapbooks, videotapes, films, maps, magazines, periodicals and artwork.