

### ***How does CHS decide what material it will accept?***

In order to ensure that any new addition to the collection will receive the care it deserves in terms of preservation, museum-quality storage and exhibition, a careful review of the material, considering the points below, will be made by CHS curatorial staff:

- Is the material compatible with our organizational mission?
- Does this material duplicate material already in the collection?
- Does CHS have resources to adequately preserve, store or care for the material?

All items submitted for donation to the California Historical Society undergo a review process before being accepted into the collection.

*The California Historical Society thanks you for considering CHS as a potential home for your historical materials.*

---

NOTES: CHS USE ONLY

### **Donations to the California Historical Society**

Please take a moment to complete the form below. (You may mail this form to CHS Donations, California Historical Society, 678 Mission Street, San Francisco, CA 94105 or complete the online form).

Our collection staff will review the information that you provide, and contact you regarding your material.

*How may we contact you?*

---

Your name

---

Address

---

Day phone

E-mail

*Please describe the material you wish to donate (including dimensions and photograph(s), if possible):*  
(attach additional sheets, if necessary).

---

CHS USE ONLY

---

Date form received

---

Date donor contacted

---

---

**T**he California Historical Society was founded in 1871. A nonprofit, privately funded, membership organization, CHS is the state's official historical society. Its mission is to engage the public's interest and participation in collecting, preserving, and presenting art, artifacts, and written materials relevant to the history of California, and to support historical research, publication, and educational activities.

CHS maintains, preserves, and shares an unparalleled collection of photographs, letters, diaries, manuscripts, business records, fine art, newspapers, and books. Individual contributions through gifts, membership, and museum store purchases, support educational programs and historical collections on California's dynamic and evolving history.

---

---



### California Historical Society

678 Mission Street, San Francisco, CA 94105-4014

415.357.1848 Fax: 415.357.1850

E-mail: [info@calhist.org](mailto:info@calhist.org) [www.californiahistoricalsociety.org](http://www.californiahistoricalsociety.org)

Museum Store 415.357.1860

#### HOURS:

Administration: Mon-Fri, 9am-5pm

North Baker Research Library: Tue-Sat, 11am-5pm (*appointment recommended*)

Galleries & Museum Store: Tue-Sat, 11am-5pm

## DONATIONS to the collection of the California Historical Society



**T**hank you very much for considering making a gift to the California Historical Society. We do not have collection staff available for unscheduled or 'walk-in' gift evaluations, and we thank you, in advance, for taking the time to complete this form for our review.

**Additionally, we hope you understand that we cannot take possession of, nor accept responsibility for, potential donations brought to CHS without a scheduled appointment.**

Kindly complete this form, and return it to CHS. You may mail the form to CHS Donations, 678 Mission Street, San Francisco, CA 94105 or complete the online form. After reviewing the information that you provide, our Collection staff will contact you regarding your proposed donation (photographs of what you wish to donate are extremely helpful!).