

## **Boulder Genealogical Society Donation Policy**

The Boulder Genealogical Society (“BGS”) maintains a collection of books and research materials, including genealogies, for Boulder and Boulder County as well as genealogical reference books. The collection is organized, owned, and maintained by BGS, but is housed and cataloged at the Carnegie Library for Local History in Boulder for user convenience. The materials may be used at the library during its normal operating hours, but may not be checked out.

For new donations to the collection, BGS follows these guidelines:

1. BGS accepts books and reference materials, including family and local histories, for the collection that relate to Boulder or Boulder County. BGS may also accept materials for other Colorado counties, at BGS’s discretion.
2. BGS accepts materials that can be maintained in a file folder or in book form on shelves. BGS recommends that Boulder County memorabilia, photos, and original sources be donated directly to the Carnegie Library.
3. BGS recommends genealogists follow the Standards for Sharing set by the National Genealogical Society, as found at [http://www.ngsgenealogy.org/cs/standards\\_for\\_sharing\\_information](http://www.ngsgenealogy.org/cs/standards_for_sharing_information). BGS will not accept genealogies, pedigrees, lineages, or compiled family histories that identify living people unless accompanied by written permission of each living person represented.
4. BGS cannot accept donations with restrictions.
5. If a donation cannot be accepted for any of the above reasons, BGS reserves the right to forward the donation to a different repository or to dispose of the donation by sale for the benefit of BGS or by other means.
6. If you donate a resource to BGS, you will be asked to sign a Gift of Deed form acknowledging this policy and assigning appropriate rights to BGS. For unpublished materials, BGS requests the right to reproduce the information in a BGS quarterly publication.