

## **Germantown Regional History and Genealogy Center Donation Policy & Collection Development Policy**

Materials should be dense with relevant information about history and genealogy and show family relationships and/or a connection between an area and its residents. GRHGC does not keep vital records of Shelby County residents.

### **GRHGC desired donations:**

- Germantown, TN history, including biographies and family histories of Germantown residents, histories of Germantown businesses, churches, architecture, parks, neighborhood associations, schools, arts, cemeteries, pictures, organizations, sports, anything relating to Germantown
- Shelby County, TN history, including but not limited to biographies and family histories of Shelby County residents, histories of Shelby County businesses, churches, architecture, parks, sports, neighborhood associations, arts, organizations, genealogical records
- Tennessee and United States, including histories of towns, counties and states, periodicals from genealogical societies, military records, records of county courts, registers, land grants and deeds, probate and other genealogical records
- Southern history, culture and civil rights (only books, not magazines)
- Native American genealogies
- African American genealogies
- Copied or transcribed family records from Bibles (not the Bibles themselves)
- Family histories, genealogies and photos (only photos where individuals are identified)
- Family surname newsletters
- Civil War history and records
- US military records from any US war
- Genealogy reference books published in the last ten years (how-to books)

### **GRHGC cannot accept:**

- Tourist and visitor guides and brochures except for Germantown, TN
- Worksheet pages, genealogies, lists or histories printed from the Internet
- Genealogical society or historical society newsletters or periodicals that contain only current events and research tips

- CDs or DVDs unless containing family or oral histories
- Old newspapers
- Unidentified photos
- Honorary plaques
- Yearbooks except for Germantown schools and University of Memphis (Memphis State University)
- Posters except for those pertaining to Germantown, TN
- Books about museums outside of Shelby County, TN
- History textbooks
- Microfilm or microfiche
- Census record books
- Art or artifacts for display
- Lineage society magazines or rosters
- “Who’s Who” type books
- Books or materials containing vital statistics about living individuals (SSN, financial info., DNA, etc.)
- Family surname books printed by “heritage” printers that contain only general information and do not show family relationships
- Items that are moldy, dirty or damaged
- Items that are in boxes that have been infested by rodents or insects