

Gifts, Donations, and Loans to FamilySearch

FamilySearch International is an incorporated, nonprofit, family-focused institution dedicated to providing free access to recorded genealogical data for use by family historians, genealogists, and others who have interest in such information. Much of FamilySearch's genealogical collection circulates through the Family History Library in Salt Lake City and family history centers throughout the world.

GUIDELINES

FamilySearch appreciates gifts, which make up a large part of its collection. Please note that, unless requested otherwise, all donations become the physical property of FamilySearch and will not be returned. By accepting a donation, FamilySearch is under no obligation to include the donation in FamilySearch's collection.

FamilySearch will accept only materials that:

- Are readable, organized, and accessible to help researchers identify individuals and relationships by name, date, and place.
- Add new information to FamilySearch's collection (duplicate materials are not accepted).
- Fit in available shelf space.
- Do not violate current privacy and copyright laws.

TYPES OF MATERIALS FAMILYSEARCH ACCEPTS

FamilySearch accepts the following materials:

- Autobiographies and biographies containing genealogical material
- Family histories with genealogical information
- Indexes to records
- Local histories (limited)
- Well organized collections of genealogical and research materials (see the "Collections" section below for more information).

FamilySearch accepts the following materials only if submitted with a "Permission to Duplicate" form signed by the copyright owner or legal custodian of the original documents.

- Census records
- Directories (limited)
- Genealogical periodicals
- Newspaper extracts (such as obituaries)
- Commercially available computer software
- Original records, such as:
 - Cemetery records
 - Church records and histories
 - Court records
 - Land records
 - Military records
 - Naturalization records
 - Passenger lists
 - Probate records
 - Vital records

Written Works

Written works, such as family histories, should be in a clear, readable format. They should include a title, the author's name, and the publication date.

If possible, please send your material in an electronic format. If your material is not available electronically, send an unbound, double-sided copy of your manuscript, which will be easier to duplicate and will take less shelf space.

Automated Text-Based Information

To submit material electronically, you must give FamilySearch permission to use the material in any way deemed appropriate by FamilySearch. Please see the "Permission to Duplicate" section of this document for how to do this. Automated information may not be immediately available for patron use.

FamilySearch prefers that the data have an introduction, table of contents, welcome page, links between files, index, and explanation of abbreviations. The requirements for use on FamilySearch computers are as follows:

- The software runs on Windows XP or higher.
- The software and data are on CD or DVD.
- The software passes in-house testing certifications.
- File formats supported by at least one of the following: Adobe Acrobat, Internet Explorer, Irfan View, or Microsoft Office.

Data submitted on an external drive must be under 2 GB and will be converted to DVD for patron use. External drives will not be returned to the donor.

TYPES OF MATERIALS FAMILYSEARCH DOES NOT ACCEPT

Materials not accepted by FamilySearch will be returned to the donor, given to another historical or genealogical institution of FamilySearch's choice, or discarded. FamilySearch no longer accepts the following materials:

- Artifacts
- Autobiographies and biographies *without* genealogical material
- Books of remembrance
- Correspondence and travelogues
- Family Bibles
- Fiction
- Genealogical collections that are cumbersome to use, unindexed, or otherwise inaccessible to patrons
- Loose photographs
- Memorabilia
- Pedigrees and family group charts
- Personal journals
- Personal and family videos
- Photo albums and scrapbooks
- School yearbooks

Family Bibles

FamilySearch does not accept complete family Bibles. However, FamilySearch welcomes photocopies of pages containing genealogical information from Bibles. Please include a photocopy of the Bible's title page and the owner's name and address.

Genealogical Collections

Collections include handwritten or typed genealogical sheets, documents, and other items collected as part of the family history research process (preferably created by an accredited genealogist or official family historian).

FamilySearch accepts only well-organized collections that meet the guidelines listed above. *FamilySearch does not organize collections and may accept all, only a portion, or none of a collection.*

Because FamilySearch does not have room to store collections, patrons must give FamilySearch permission to duplicate the collection. See the "Contributions on Loan" and "Permission to Duplicate" sections of this document for more information about these procedures.

If you want your collection returned to you after it is duplicated, it should be submitted as a contribution on loan. If you do not want the material returned, you must include written approval giving authorization to FamilySearch to either discard the collection or donate the collection to another historical or genealogical institution of FamilySearch's choice. Collections without this permission will be automatically returned to the donor.

Pedigrees and Family Group Information

Pedigree Charts and Family Group Records are no longer accepted in paper format. Automated pedigrees and family group information are no longer accepted for Ancestral File but may be submitted to the Pedigree Resource File. Submit your information through the FamilySearch.org Web site under the **Share** tab.

FINANCIAL DONATIONS

FamilySearch does not solicit financial donations. However, unsolicited financial donations are gratefully accepted, provided FamilySearch is given full discretion in the use of the funds.

Please make donation checks payable to FamilySearch.

CONTRIBUTIONS ON LOAN

Genealogical materials may be loaned to FamilySearch to be duplicated in a format selected by FamilySearch. Materials must meet the qualifications outlined previously in this document (see the "Types of Materials FamilySearch Does Not Accept" and "Types of Materials FamilySearch Accepts" sections of this document). Once duplicated, the copy is added to FamilySearch's collection, and the original is returned to the owner.

Patrons should contact FamilySearch before sending their materials to be duplicated. Once the material is approved, patrons send their materials to FamilySearch at their own

expense. Both the patron and the copyright holder must give FamilySearch permission to duplicate the material (see the "Permission to Duplicate" section of this document for more information).

FamilySearch pays the cost of duplicating and returning materials to their owners. This process may take up to 12 weeks.

PERMISSION TO DUPLICATE

In order to legally duplicate copyrighted materials, FamilySearch must have permission from the author or copyright holder. Please send a completed Permission to Duplicate form with your material. Forms may be requested by e-mail, fax, or regular post from the addresses listed below.

WHERE TO SEND DONATIONS AND CONTRIBUTIONS ON LOAN

Send all gifts, donations, requests for permission forms, or inquiries by mail to:

FamilySearch
Library Rights—Gifts
50 E. North Temple Street, Rm. 545
Salt Lake City, UT 84150-0005
USA

Send contributions on loan to:

FamilySearch
Library Rights—Contributions on Loan
50 E. North Temple Street, Rm. 545
Salt Lake City, UT 84150-0005
USA

You may also call, fax, or e-mail at:

Telephone: 1-866-406-1830
Fax: 1-801-240-4026
E-mail: LibraryRights@familysearch.org

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Copyrights and Permissions Coordinator
50 E. North Temple Street, Rm. 545
Salt Lake City, Utah 84150-0005
USA

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