

The High School, Sayville, L. I.



The mission of our special collection is to preserve items of significance to our unique location on Long Island. We look for records, photographs or memorabilia that help us reconstruct the past and foster an accurate description of what life was like for our predecessors.

Sometimes it is best or more logical for a donation to belong to a different repository – one whose mission more closely relates to that of the donation. If that is the case we encourage donors to reach out to those organizations.

Whether your items are best served in our collection or with another organization, you can be satisfied knowing that professionals will catalog and preserve those items for future exhibition and research.



For more information, contact:

Stephanie DiChiara,
Local History Librarian

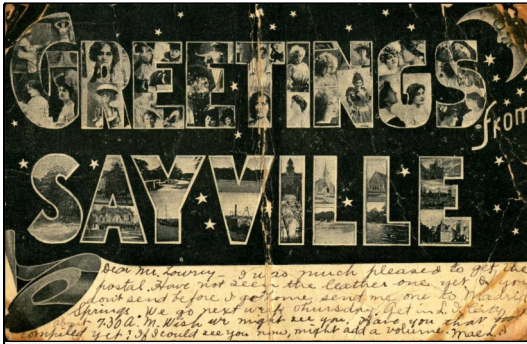
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*Thinking of Donating to the
Sayville Library
Local History Collection?*



*What you need to know
about donating to our collection*



WHY DONATE?

According to the Society of American Archivists, when one donates their personal or family items to an archive, historical society or repository, “your family history becomes a part of your community’s collective memory...”

If your personal or family papers are deemed appropriate for a repository’s collections, and you agree to donate those papers, you stand to gain many benefits. A repository can provide the papers with environmentally-controlled, secure storage and can oversee their proper handling and use.”

QUICK DO'S AND DON'TS WHEN THINKING ABOUT DONATING ITEMS....

- Do make an appointment so our local history librarian can adequately look at the items you wish to donate and to discuss the significance of them and their relationship to your family and Sayville history.
- Don't leave things at the exterior door to the library. This is not only to safeguard the items from theft or environmental threats, but because we want to hear from you the story behind the donation. Please make the time to work with us.
- Don't expect appraisals here. Unfortunately we are unable to give you an appraisal as most library professionals are not licensed. If you wish to get the most from your tax deduction, have the item appraised and keep that with the deed of gift paperwork you will receive from the library.
- Do understand that though you may be able to keep documents and letters safe in your home, an environmentally controlled location like an archival repository is optimal for keeping materials preserved for hundreds of years.
- Don't be upset if the answer is 'no'. Sometimes an item requires too much in terms of cost for preservation and room for storage.
- Don't forget that having these materials (associated with your family's name forever) kept in a repository means that they can be shared by all members of your family for generations.
- Do understand that a repository cannot promise that any donated materials will be used as part of an exhibition, but we can promise you that if exhibited, your items will be treated with care. We are ethically bound to use the best archival and curatorial practices laid out by national organizations such as the Society of American Archivists and the American Library Association.
- Don't...forget us! If you are interested in discussing the future donation of your family's history, please feel free to call our local history librarian with your questions and concerns.