Invisible Histories Project
Collections Process

Initial Contact
• Identify organization/individual
• Contact via phone/email/social media
• Evaluate urgency and relevance
  • age, location, health, historical significance
• Schedule collection pick up
• May require initial in-person meeting

Collection
• Confirm meeting (2 days prior)
• Email donor paperwork (2-4 weeks prior to collection)
  • Biography sheet, Deed of Gift
• Arrive at collection meeting point
  • Bring boxes, extra Deed of Gift, Biography sheet, and pen/paper for notes
• Explain IHP collection process and repository transfer of gift process
• Do not take materials without Deed of Gift
• Optional: Take pictures for social media with donor if donor agrees (post to social media)

In-Take Processing
• Collections initially brought back to IHP processing facility
• After Action Report
  • In Google Folder: Complete report, Scan & Upload Deed of Gift, Scan & Upload Biography Form if Possible, Upload Pictures
  • Donor Information added to Collection Database
• Initial sort by material type
• Create follow up questions for donor
• Repository evaluation
  • Donor requests, location of materials, types of materials, Repository Agreement
  • Social media and website pictures and information
• Arrange collection based on Repository Process Agreement

Repository Transfer
• Send email detailing collection for donation confirmation
• Schedule collections drop off
• Take processed materials to repository
  • Complete Repository Confirmation of Receipt form
  • Upload signed form to Google folder
• Determine process for donor Transfer of Gift with repository
• Request Finding Aid & upload to Google Folder

Research & Exhibiting
• Work with universities to create coursework around materials collected
• Make database and locations of materials available for public research
• Create public exhibits around materials collected
• Potential follow up pictures for social media, website and digital projects