EVERGREEN VALLEY COLLEGE LIBRARY: HERITAGE ROOM

Gifts and Donations Policy

Statement

The Heritage Room Special Collection was developed by Colleen Cortese (Evergreen community archivist) and Vicki Atherton (former Library Director) in the 1980s with extensive community involvement. It was officially donated to Evergreen College in 1991 with support from the San Jose Evergreen District Foundation. The collection is currently housed in the Heritage Room in the Library with secure access for students, staff, and faculty and community members who may be interested in the diverse heritage of the Evergreen Valley. It comprises over 100 copies of photographs, maps, newspaper articles, artwork and memorabilia representing the contributions of Ohlone Indians, Mexican Americans and villages, schools, mining and agriculture families from the 1800s to early 1900s. (The Evergreen Heritage Room Collection Guide)

It is with this special collection in mind that donations are accepted to enhance the value of the collection to the researcher. The Library accepts gifts that are appropriate for this collection and to further scholarly historical and genealogical value. The Library reserves the right to accept donations without restrictions, to turn away gifts prior to donation, and to dispose appropriately of materials that, after receipt, are deemed unsuitable to the collection. (ref. Library Donation Policy). In addition, The Board of Trustees of the San Jose Evergreen Community College District shall consider all gifts, donations, and bequests made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District. (ref. Board Policy Manual Ch 3 Gifts #3820 2016)

Types of Donations Desired

Correspondence, diaries, and manuscripts (preferably original documents), logbooks, ledgers, memorabilia, photographs, drawings, architectural collections, published works and other records of historical importance to Evergreen Valley will be considered for addition to this special collection. The goal of the Heritage Room collection is to preserve and provide access to the materials therein.

Financial contributions to sustain the collection can be donated to the SJCCD Foundation on behalf of the Heritage Room collection.

Acknowledging Donations

Upon request donations to the Heritage Room Collection will be formally acknowledged in writing by Library staff but no value or tax deductions will be provided. Charitable donations can be deducted by the donor for the appropriate amount allowed under law.

Please discuss potential gifts to this collection with Librarians first so that you can be sure will be valuable to add to the Heritage Room. At the Librarians discretion, materials will not be accepted that fragile, infected or in unusable condition.

The Heritage Room collection contact: 408-274-7900 x6661 or librarian@evc.edu

Evergreen Valley Library, San Jose Evergreen Community College (JC 5/2018)