

Local History Collection Policy

Bogota Public Library accepts new material donations on a limited basis. Prior to sending unsolicited donations, we encourage donors to contact the library director.

All donors will be expected to complete and sign a Deed of Gift, which stipulates the terms regarding acceptance of gifts.

Donations of historical material to a public research facility may be tax deductible. However, the library cannot appraise donations for tax purposes. For the protection of the donor, it is recommended that such appraisals be done by an independent third party and before title to the material is conveyed to the library.

The library collects materials that pertain to Bogota's history in the following categories:

Artifacts: maps

Artwork: paintings, pen-and-pencil sketches, prints

Audio: oral histories

Books: reference and biographical

Correspondence: letters and postcards

Diaries: original and facsimiles

Documents: personal papers and corporate records

Ephemera: playbills, invitations, election buttons, etc.

Manuscripts: unpublished materials

Newspapers: in print

Photographs: slides, prints, negatives, and digital files

Scrapbooks: personal and organizational

The library will gladly consider material not listed above so long as it pertains to the history of Bogota.

The library accepts donations from local individuals and their descendants, organizations, clubs and government offices, among others.