

A Guide for Donating Items to The Allen Heritage Guild

In an effort to focus our collecting, we offer the following guidelines for people considering gifts to The Allen Heritage Guild collection.

You Can Help Preserve Allen's History

There are many stories to tell about our community and one of the best ways is through items residents have used in their everyday lives. These often give us the most vivid glimpse into our history.

We are seeking to collect a wide range of items relating to our past. These items may be used in exhibits in either the Allen Heritage Center (Depot) or in one of the houses in the Allen Heritage Village. Some will be made available for hands-on activities for children so they may experience touching and handling objects of an earlier time. Through grant monies and the annual Guild budget, we are striving to provide storage areas and exhibit facilities that meet current museum standards.

The Allen Heritage Guild mission statement directs the collecting efforts: **“to preserve and promote Allen's heritage and spirit.”** We are looking for items that document our community's history.

The items should be:

- * Directly related to Allen's history; and
 - in good condition; and
 - strengthen the collection.

What We Collect

The following is an example of what the Guild collects.

Including, but not limited to:

- **Domestic Life:** journals/diaries, letters and photographs up to the present day; men's clothing before 1900 and c. 1925; Victorian era household objects and furnishings; toys. Early 1900's furniture.
- **Business and Industry:** advertising; business records; materials on women in business; photographs; ice industry photograph and objects.
- **Social Issues:** signs, banners, buttons, memoirs.
- **Farm & Rural Life:** journals/diaries, letters, and photographs up to the present day. Farm implements and tools used on early 1900's Collin County farms.
- **Military:** materials on home front activities and life; Civil War-related items, official documents.
- **Women:** photographs; manuscripts; objects related to women in non-domestic roles; minority women's groups; women's movement.

- **Transportation:** materials on local trolley lines and railroads; maps; photographs.
- **Immigrants:** letters; diaries; oral histories; artifacts.
- **Books:** by Allen authors; about Allen and Texas history; reference books on Victorian life; the 1920-30s; general reference on Texas history; Allen city directories; county atlases; Allen and Collin County genealogies.
- **Schools:** materials on Allen's schools and one-room school houses; classroom materials; photographs; yearbooks to the present time, and athletic memorabilia.

Consider

- The Guild cannot accept all donation offers.
- Donations cannot be accepted with conditions. Written materials and manuscripts may be accepted with certain restrictions placed on them.
- The Guild cannot place a value on gifts to the collection.
- "Permanent loan items" will not be accepted into the collection.
- Donors will receive a receipt and copy of the gift agreement.

How to Make a Donation

- Call us at 972-727-2772 and describe in detail the item or items.
- Please do not bring your potential gift to the Guild without first contacting a member of our Board.
- If necessary, a member of the Guild will come to your home to look at the item or items.
- The Guild will arrange for transferring items when necessary.
- The Guild will not accept gifts that we cannot care for properly.

Financial contributions to support The Allen Heritage Guild's collections are always welcome.