



Donor Guidelines for the School Sisters of St. Francis Archives

Thank you for your interest in donating! We welcome gifts of materials that pertain to the history, administration, and operation of the School Sisters of St. Francis community.

Types of materials generally accepted include:

- Textual records (physical or digital) such as journals, manuscripts, books, letters, articles, etc. (Note: Newsprint will be copied onto archival paper and the original will be destroyed.)
- Digital sound recordings such as interviews, musical performances, presentations, etc.
- Digital film of events, interviews, mission activities, etc.
- Photographs (physical or digital) and photo albums featuring one or more sisters. Please identify all photos on the back with name(s), date, place and event. Photographs in albums will be digitized and/or stored and albums will be dismantled.
- Maps and blueprints
- Ephemera (i.e., memorabilia such as pamphlets, programs, memorial cards, etc.)
- Artifacts (e.g., instruments of worship, habits, etc.)

Types of materials generally not accepted include:

- Any physical format that is deemed outdated or incompatible with the resources available for use (e.g., video tapes, microfilm, slides, audio cassettes, etc.) unless the donor is willing to provide for the cost to transfer/update the item to a more accessible and sustainable format
- Copies of materials and/or materials readily found in other repositories
- Materials irreparably damaged or compromised in a way that puts the collection at risk
- Materials in which the donor's ownership and rights are questioned or disputed
- Items already in the Archives holdings
- Records or materials related to the extended family of a sister

Artwork will be referred to the Alfons Gallery of School Sisters of St. Francis, at 1501 S Layton Blvd, Milwaukee WI. Please contact Valerie J. Christell, Alfons Gallery Curator, at 414-385-5273 or vchristell@sssf.org for more information about donating works of art.

The Archives reserves the right to duplicate and/or digitize for the purposes of preservation, regardless of the copyright status of the item(s).

The Archives reserves the right to refuse the acceptance of materials it does not have the staff, space, or equipment to properly manage or any donation that contains conditions deemed too restrictive. A signed Deed of Gift must accompany a donation to demonstrate the understanding that the gifted materials, once received, are owned by the School Sisters of St. Francis.

When donating, please make an appointment to submit the materials in person, so items can be identified, and any questions can be answered. Please contact the Archivist at archives@sssf.org or 414-944-6031 to arrange a time.