



## Gifts, Donations, and Loans

FamilySearch International is an incorporated, nonprofit, family-focused institution dedicated to providing free access to recorded genealogical data for use by family historians, genealogists, and others who have interest in such information. Much of FamilySearch's genealogical collection circulates through the Family History Library in Salt Lake City and family history centers throughout the world.

### GUIDELINES

FamilySearch appreciates gifts, which make up a large part of its collection. Please note that, unless requested otherwise, all donations become the physical property of FamilySearch and will not be returned. By accepting a donation, FamilySearch is under no obligation to include the donation in FamilySearch's collection.

FamilySearch looks for genealogical records and family histories so we can preserve and share them on FamilySearch.org.

FamilySearch will accept only materials that:

- Are readable, very well organized, and accessible to help researchers identify individuals and relationships by name, date, and place.
- Add new information to FamilySearch's collection (duplicate materials are not accepted).
- Do not violate current privacy and copyright laws.

FamilySearch does not organize collections. Submit GEDCOM files or place photographs and stories (memories) in Family Tree or the Memories section of FamilySearch.org.

FamilySearch does not enter or add information from Pedigree or Family Group charts on Family Tree.

### PERMISSION TO DUPLICATE OR DIGITIZE

In order to legally duplicate copyrighted materials, FamilySearch must have permission from the author or copyright holder. Please send a completed Permission to Duplicate form with your material. Forms may be requested by e-mail, fax, or regular post from the address listed below.

### MATERIALS FAMILYSEARCH WILL ACCEPT

FamilySearch accepts the following materials only if submitted with a Permission to Duplicate form signed by the copyright owner or legal custodian of the original documents.

- Family histories
- Local and county histories
- Autobiographies and biographies containing genealogical material
- Indexes to records in book format

### Written Works

Written works, such as family histories, should be in a clear, readable format. They should include a title, the author's name, and the publication date.

If possible, please send your material in an electronic format (such as Word or PDF files). If your material is not available electronically, send an unbound, double-sided copy of your manuscript, which will be easier to duplicate and will take less shelf space.

### MATERIALS FAMILYSEARCH WILL NOT ACCEPT

Materials not accepted by FamilySearch may be returned to the donor, given to another historical or genealogical institution of FamilySearch's choice, or discarded. FamilySearch no longer accepts the following materials:

- Artifacts or souvenirs
- Autobiographies and biographies without genealogical material
- Books of Remembrance
- Correspondence and travelogues
- Family Bibles
- Fiction
- Genealogical collections that are cumbersome to use, unindexed, or otherwise inaccessible to patrons
- Historical Periodicals
- Memorabilia
- Pedigrees, descandancies, and family group charts
- Personal and family videos
- Personal journals that mention living individuals or without genealogy
- Photo albums, loose photographs, or scrapbooks

### FINANCIAL DONATIONS

Donations help support FamilySearch's vision of creating family bonds, linking the present to the past, and building bridges to the future.

You may donate online at

<https://www.ldsphilanthropies.org/familysearch.org.html>

### WHERE TO SEND DONATIONS AND LOANS

Send all gifts, donations, requests for permission forms, or inquiries by mail to:

FamilySearch  
Family History Library—Gifts  
35 N. West Temple Street  
Salt Lake City, UT 84150-1103 USA

Telephone: 1-801-240-1855

E-mail: [bookdonations@familysearch.org](mailto:bookdonations@familysearch.org)