

# THE MINNETRISTA HERITAGE ARCHIVES

## SUBJECT AREAS

The Archives contains one-of-a-kind, original materials that document the history of the East Central Indiana region. Subjects encompass, but are not limited to:

- Architecture
- Agriculture and Land Use
- Businesses
- Clubs and Organizations
- Communities and Towns
- Families
- Horticulture
- Medicine
- Military Affairs
- Notable Persons
- Oral histories
- Politics
- Religion
- Schools
- Transportation
- Vital Statistics (Indexes)

## TYPES OF MATERIALS IN THE ARCHIVES:

- Advertising materials
- Audio-visual materials
- Books
- Business records
- City Directories
- Club / Organization records
- Correspondence
- County / town histories
- Diaries
- Electronic resources
- Indexes
- Ledger books
- Maps and atlases
- Newspapers
- Pamphlets and brochures
- Periodicals
- Personal and family papers
- Photographs
- Political materials
- Postcards
- Posters
- Scrapbooks
- Sheet music
- Slides

## DONATING MATERIALS

For questions concerning the donation of materials to the Archives, please contact the Archivist or another Collections staff member.

Be advised that Minnetrista staff cannot provide monetary appraisals of any kind to the public. We can provide a list of appraisers who can, for a fee, assess the potential value of an item.



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## MINNETRISTA HERITAGE ARCHIVES

The Archives is a repository for the materials that document the history of East Central Indiana and contains resources such as books, maps, photographs, newspapers, correspondence, business history, and much more.

Reference assistance is available to researchers who visit Minnetrista in-person or by request via telephone, mail, email, or fax.

### VISITING THE LIBRARY & ARCHIVES

Located on the basement level of the main building, the Minnetrista Library and Archives are open to the public Monday – Friday, 8 a.m. – 5 p.m. Appointments are recommended so that materials can be ready for researchers and to ensure that there are no conflicts with staff and facility schedules.

### USING THE LIBRARY & ARCHIVAL COLLECTIONS

First-time researchers are asked to complete a registration form and abide by the rules listed on the back.

Researchers may use laptop computers to take notes. Copying and scanning are done by Collections personnel only. No digital photography is allowed.

All library materials and archival collections must be used on site and do not circulate. There is no food or drink allowed in the Library.

### ACCESSING INFORMATION

Researcher access to the collections is available via the Minnetrista website. Digitization of the collections is in progress and your patience is appreciated while this process continues.

There is a large self-service collection of general reference books and finding aids. The archival permanent collections are kept in an environmentally controlled storage area for preservation and security. Requests for materials must be made through the Archivist or other Collections staff.



### SERVICES

Photocopying is available for .25 per page. Copying or scanning of non-restricted materials is possible if both copyright and physical conditions allow.

Research services are available for a fee for those who are unable to visit Minnetrista. Staff time is limited and responses to information requests may take a few days so your patience is appreciated. Please be as concise and specific as possible when submitting a research request.

Staff can only perform research using the collections at Minnetrista. Researchers must contact other regional institutions for access to those collections. Minnetrista Collections staff will be happy to provide guidance and contact information. Please see the Fee Schedule for further details.



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