



# Riverhead Town Historian Georgette Lane Case

## **History Donation Day**

*Saturday, July 10, 2021*

*10 AM to 1 PM*

*“East Lawn”*

*542 East Main Street*

- Page 2 Introduction  
What to bring
- Page 3 Information  
What Not to Bring
- Page 4 Container Sizes  
Obtaining an Appointment
- Page 5 What will happen during your  
appointment  
Fill out your personal information
- Page 6 Individually list every item  
you bring



# Riverhead Town Historian

*Georgette Lane Case*

townhistorian@townofriverheadny.gov 631-369-9717

542 East Main Street, Riverhead NY 11901

Bring this packet with you when you come.

**To you your item might be seem trash, but to another person, it might be History. How do we remember our ancestors and the past? By what is left behind, passed on and preserved for future generations.**

### *A New Adventure*

The Town Historian will be holding a **HISTORY DONATION DAY** on Saturday, July 10, 2021, from 10 AM to 1 PM, where you may bring your items about people and places from Riverhead, Baiting Hollow, Calverton, Wading River, Northville, Jamesport, and Aquebogue. Appointments required.

The Historian’s office is seeking **ORIGINAL** items only.

Legal Documents	Wills, Birth/Marriage/Death Certificates, deeds, mortgages, maps/surveys, etc.
School items	Graduation diplomas and graduation programs. Class photographs. Class tassels. Class reunions. Sports items may or may not be accepted.
Business	Letterhead, receipts
Photographs	Name of the people or place must be included. No reproductions.
Cloth items	Quilts or blankets will require a special appointment
Glass/pottery	All breakable items must be fully wrapped. If not wrapped, it will not be assessed. Wrapping paper will not be available.
Memorabilia	Example: Suffolk County Agricultural Society Fair (held yearly from 1866 to 1941, in Riverhead. diaries, day books, business receipt/expense books, bank books.

Rejected items will Not be disposed of by the Town Historian’s office.

## EVENT DAY INFORMATION

**Date:** Saturday, July 10, 2021.

**Time:** 10 AM to 1 PM by appointment only. Appointments begin at 10 AM. The last appointment is 12:40 PM.

**Place:** Town Historian's Office "East Lawn," 542 East Main Street, Riverhead. Please use the **BACK DOOR**.

Only the donor will be allowed to attend appointment. Masks are mandatory.

### **RULES**

**You must be prepared to donate said item(s) without seeking compensation/remuneration of any kind. The Historian will not purchase any item(s).**

**Your item(s) can not be appraised for tax purposes.** If you wish an appraisal, please consult a qualified appraiser prior to appointment.

*The historian will have the right to decline the acceptance of any gift that is not deemed appropriate or does not relate to the people and history of Riverhead Town.*

You must arrive at least 5 minutes before your appointed time or it will be assumed that you are a no-show and your appointment will be canceled. There will be a 20 minute time limit for each appointment.

All items that are accepted will be on a temporary basis, pending further in-depth review.

### **What NOT to bring:**

- \*Newspaper anniversary editions. The historian already has numerous copies. Newspapers are discouraged unless significant article is on front page. Must be before 1960. Historian will determine the significance of the article.
- \*Photographs where people and locations are not identified.
- \*Photographs that are reproductions.
- \*Photographic negatives
- \*No postcards. While we love old postcards, we already have a large collection.
- \*No Tee Shirts, Other types of clothing will require a special appointment.
- \*Quilts or blankets will require a special appointment
- \*Video tapes or DVDs will require a special appointment. Unfortunately, there is no equipment available to view same.

Your item(s) should fit in a banker's box (inches: 12L x 10W x 15H), shoe box, or envelope. (Old photographs with large cardboard borders and oversized legal documents are exceptions.)

All items must be in a box or an envelope with your name, phone number, email address and mailing address.

Please complete the donation form found on Town's website or at Town Hall, describing EVERY individual item you are willing to donate to the office, sign and bring this form with you.

**Call for an appointment** by leaving a message on the phone – 631-369-9717 or send an email—townhistorian@townofriverheadny.gov. Please call before **June 30**. The FIRST 16 people to contact the Historian will receive an appointment. Please state the type of items you wish to donate.

**Appointments** are in 20-minute increments--16 appointments in total.

When you call for an appointment, you must give us your contact information. If leaving a message please speak clearly. Answering machines sometimes are not clear. We will contact you with your appointment time after July 1st. PLEASE be kind and let me know by July 6th if you must cancel the appointment.

The item(s) you are presenting for review by the Riverhead Town Historian or her representatives will be examined to make sure it will enhance the history of places and people within the Town of Riverhead.

Anyone not arriving at least 5 minutes before appointment time will be considered a no-show and items will not be accepted for review. Anyone not having EACH item listed separately will not be seen as the time limit is narrow. This especially applies to photographs. No forms available day of appointment.

Should the item(s) submitted for review by the examiners be deemed unacceptable for any reasons, i.e. not Riverhead related, exceedingly poor condition, excessively ripped or torn, mildewed, duplicate of item already accessioned, or other reasons, you must take it with you when you leave. The Historian will NOT dispose of it for you.

This will be an *exciting adventure*, discovering more of Riverhead Town's past.

Thank you for taking part in HISTORY DONATION DAY to the Riverhead Town Historian assisting in preserving Riverhead Town history.

**A Walk down Memory Lane is like a Snippet from a Time Capsule!**

Lisa Donovan

Please write legibly.

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone # home \_\_\_\_\_ and/or cell \_\_\_\_\_

Email \_\_\_\_\_

**Initial here** \_\_\_\_\_ I understand that the item(s) I present will be considered as a gift to the Town of Riverhead and there will be **no compensation/remuneration of any kind** for said item(s).

**Initial here** \_\_\_\_\_ All item(s) that are acceptable, is done so on a temporary basis pending further in-depth review.

The item(s) you are presenting for review by the Riverhead Town Historian or her representatives will be examined to make sure it will enhance the history of places and people within the Town of Riverhead.

Should the item(s) submitted for review not be acceptable for various reasons as stated on page 3 you must take it with you when you leave. The Historian will not dispose of it for you.

On **History Donation Day** you will receive a copy of the list of items you have presented. They will be marked Accepted or Rejected. This is your temporary receipt. An official receipt will follow that you must sign and return to the Town Historian. You may be required to submit additional written information. We may want the whole story!

Example of how to fill out the form.

List items individually	Approx date of item	Size	Where did you find this item
WWII letter home	Sept 15, 1943	8x11 inches	Sent by my grandfather, James Jones to my grandmother, Sally Jones. WWII
Photo Do not group together list individually.	Abt 1915	4x6 inches	5 <sup>th</sup> grade at Baiting Hollow school. My grandmother is in the photo.

**Riverhead Town Historian's History Donation Day — Use reverse side for additional items**

List item individually	Approx date of item	Size	Where did you find this original item	Accept* Reject

Print Name \_\_\_\_\_ Phone number \_\_\_\_\_ - \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

The Town Historian is accepting the items marked Accept \*on a temporary basis, until such time as the final determination to the historical significance is well established. You will be contacted with a final document for signature, which must be returned.

Town Historian or authorized signature \_\_\_\_\_ July 10, 2021