

## **The Archives & Museum of Optometry Collections Policy**

Donors to the Archives & Museum play a vital role in contributing to the preservation of the history of the Association and the profession. We collect materials which document the history of the AOA and its related organizations, optometry and related subjects, and the provision of optometric care.

### **Acquisitions**

Examples of materials considered for inclusion in the collection include:

- **Institutional records** or other primary source material created as part of the AOA's everyday operations and which serve to document its activities, transactions and functions, such as reports, minutes, bulletins, surveys, correspondence, directories, and professional papers of AOA members, officers and consultants.
- **Personal records** such as biographical items pertaining to optometrists, AOA and affiliate members or officers, including diaries, letters, creative works, personal papers, manuscripts, photographs, scrapbooks, memoirs, oral histories, certificates or diplomas, awards and the like related to their professional activities, involvement in the AOA, or related materials
- **Publications of the AOA and its affiliates**, rare reference books, manuscripts, early periodicals (newsletters, pamphlets, journals), mass media items, such as newspaper articles, public service announcements, television or radio programs, about the history of optometry, the AOA or organized optometry or eyewear an ophthalmic devices or instruments.
- **Ephemera** such as advertisements, leaflets, posters, bumper stickers, trade catalogs, brochures, and programs related to the AOA or affiliated state associations.
- **Artifacts** related to optometry, ophthalmology and eye health and vision care services. These may include eyewear, ophthalmic devices, instruments and diagnostic equipment.

## **Conditions**

The Archives & Museum of Optometry retains unconditional ownership of any donation and makes the final decision on the use or disposal of any gift. The Archives & Museum does not provide financial appraisals of any object or collection. Donors are encouraged to seek an independent appraisal prior to making a donation. The Archives & Museum reserves the right to decide on the conditions of display, storage, and access to materials in the collection.

## **Restrictions**

We do not accept textbooks.

Due to space constraints, we are not able to accept all donations.

## **Donation Process**

To inquire about donating to the Archives & Museum of Optometry, please contact:

Kirsten Hébert, Heritage Services Specialist  
Archives & Museum of Optometry  
**Optometry Cares - The AOA Foundation**  
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