



## Oncology Nursing History Center

Thank you for considering the Oncology Nursing History Center for your collection. Materials from donors like you help the History Center fulfill its mission of capturing and preserving the history of the oncology nursing profession and the Oncology Nursing Society, Oncology Nursing Foundation, and Oncology Nursing Certification Corporation. Although the History Center is in its preliminary planning stages and cannot accept immediate donations, you can take steps now to prepare your materials for eventual transfer to the History Center. Please complete the following checklist to assist the History Center in preparing to receive your materials. The History Center staff is available to guide you through this process.

1. Determine what materials you wish to donate to the History Center.
2. These steps are recommended, but not required:
  - a. Create an inventory of your collection (see attached template) and send it to the History Center.
  - b. Take pictures of your collection materials and send them to the History Center. An inventory and/or pictures of your materials will assist the History Center staff in assessing your collection.
3. The History Center will contact you if they are able to accept your collection.
4. If your collection is approved for transfer to the History Center, please fill out the following forms:
  - a. **Donations: Collection Information**
  - b. **Donations: Deed of Gift**
  - c. **Donations: Box Contents**