



# The Virginia Conference Archives

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## *Donations Policy*

The Virginia Conference Archives welcomes gifts appropriate to its collection, as stated in our Collections Policy. Such gifts include books of importance to the history of Virginia Methodism, and its preceding conferences and denominations.

The Archives will not accept any gift unless the donor signs a Deed of Gift agreement. *No gifts are to be left anonymously at the Archives.*

Due to space and staff limitations the Archives is not able to accept the following:

- Bibles
- Sermon notes, except selections from those before 1900
- Religious books not related to Methodist History
- Books that duplicate those in the collection
- Scrapbooks
- Bulletins and newsletters
- Routine correspondence and general reference files

## *General Use Policies*

The Archives has limited space for research, but is open to all who wish to use the collection. In particular, it serves local churches and conference agencies. Persons interested in historical, genealogical, and scholarly research are welcomed by appointment. Please contact Stephanie Davis either by phone (804-521-1132), or by email ([stephaniedavis@vaumc.org](mailto:stephaniedavis@vaumc.org)).

Access to the Archives is limited to those times when the Archivist is available.

Use of archival materials will be supervised by the Archivist.

Food and drink are not allowed in the Archives.

Materials are available for use in the Archives but do not circulate.