

Donating items to Thomas Balch Library - What do we collect?



Thomas Balch Library is a history and genealogy library owned and operated by the Town of Leesburg. Collections focus on Loudoun County, regional and Virginia history, genealogy, military history with special emphasis on the American Civil War, and ethnic history. It is designated as an Underground Railroad research site. The Library offers a wide variety of services to the Leesburg community and beyond. Open to the public seven days a week, anyone may visit the Library, use our resources, and view our collections.

Part of Thomas Balch Library's mission is to collect and preserve archival, manuscript, photographic, printed, cartographic, and genealogical documentation of Leesburg, Loudoun County, and the surrounding region. The Library actively seeks and welcomes donations documenting the life, culture, and history of Leesburg and Loudoun County.

Types of items collected:

Manuscripts:

Family and personal papers, correspondence (letters and postcards), journals, diaries and memoirs, and unpublished research and author's papers reflecting the region.

Archives:

Documentation of activities of organizations or institutions including businesses, government entities, churches, clubs, and other groups, including financial records, minutes, bylaws, and other official papers. Political papers and architectural records are also welcome.

Visual materials:

Photographs, prints, drawings and other artwork depicting people, places, events and cultural life relating to the area.

Oral Histories:

Audio and video recordings and/or transcripts of interviews documenting memories of the lives of Leesburg and Loudoun County residents.

Published Materials:

The library welcomes published items related to history, genealogy, and related topics including books, yearbooks, directories, phone books, periodicals, maps, historical newspapers, and ephemera.

Other:

Other items, such as memorabilia, artifacts, and framed items will be considered on a case-by-case basis.

The Donation Process:

Thomas Balch Library deeply appreciates your interest in donating materials. Please contact us and tell us more about items you would like to donate. If you bring items to the Library for consideration, you will be asked to complete and sign a collection deposit agreement. Upon acceptance of your gift, you will receive a letter of acknowledgment and a deed of gift. Once accepted, gifts become the property of Thomas Balch Library. Please note: Library staff cannot provide appraisals of donated items.

Questions? Contact Library Director Alexandra S. Gressitt or Curator of Manuscripts and Archives Laura E. Christiansen at 703-737-7195 or balchlib@leesburgva.gov.