**Collection Policy**

The criteria for collecting documents, artifacts, photographs and books for the Dominican Sisters - Grand Rapids, Michigan is the object’s relationship with the Sisters themselves and the history of the Congregation. The question: “Is it by, for or about the story and mission of the Sisters?” is asked before considering acquisition. Another criterion is the ability to preserve the item. If it cannot be properly cared for, it is not acquired. Yet a third criterion is that of its unique, enduring quality and intrinsic worth.

Possible formats include: Paper documents, manuscripts, oral history transcriptions on audio or video tapes. Also accepted are photographs of Sisters and by Sisters (preferably with names identified and dated), records/documents recording the life, ministry, education, spiritual reflections of Sisters include diaries, journals, letters, works of art, crafts (in some cases) memorabilia.