

Hershey History Center's archives are available to the public for research. The following guide is intended to assist you with understanding the material available for your use. This guide addresses:

1. Collections are available for your use
2. Searching the collections
3. Request further assistance with your research

What collections are available for your use

The following searchable PDF files are available for the desktop of this computer.

Special Collections

Cemetery Files: List of grave stone markers from many of the church cemeteries located in Derry Township

Deeds: List of 243 deeds, conveyances, mortgages, and indentures maintained at the HHC with a brief description of each

Family Files: List of 490+ files organized by family name containing stories, clippings, documents, and biographical information related to that family

Maps: List of 95 historic maps, blueprints, atlases, and diagrams maintained at HHC with a brief description of each

Newspapers: Editions of the Hershey Chronicle, the Hershey Broadcaster, and Hershey Chronicle available at the society--many in paper form while others are on Microfilm

Note: Additional area newspapers may be accessed through the Hershey Archives
www.hersheyarchives.org

Obituaries: List of 39,000 obituaries clipped from local papers and subsequently digitalized

Notes: 1. Accompanying **Obituary Images** desktop shortcut will allow you to view the obituary clipping.

2. www.findagrave.com is another great source.

Oral Histories: 200+ accounts of Hershey and Derry Township's past transmitted by word of mouth – taped or digital recordings, many of which have been transcribed to text

Scrapbooks: List of 145 scrapbooks and photo albums available at the HHC

Master Collections

The following three documents contain detailed lists of all HHC collection items. They are very large and contain many of the same items listed above.

HHC Objects

A searchable list of the 4,000+ objects included in HHC collections. Objects include pins, mugs, uniforms, trophies, hockey sticks, coins, clothing, etc
See chart below.

HHC Archives

Searchable list of the 11,000+ archive items included in HHC collections -- includes maps, documents, scrapbook, videos, programs, booklets, etc
See chart below.

Note: Be patient. This is a 3311 page report and takes a while to open.

HHC Library

Searchable list of 650+ items included in HHC Library -- includes items such as books, textbooks, yearbook, etc
See chart below.

Other links

HHC Online Photo Collection: Link to HHC photographs published to the web -- use **Click Here to view more Galleries** for a list of "quick search" topics, or use search options listed at the top of the page to find what you are looking for

- Notes: 1. This site contains a subset of photographs included in the HHC collection. We are constantly updating the published collection. If you don't see a topic you are interested in, send a note to Photos@hersheyhistory.org and our Photo Archivist will investigate further.
2. You may also visit this web site from home at <http://Hersheyhistory.pastperfect.com>

HHC Website: Link to HHC web site where you can find out more about coming events, our exhibits, rentals and becoming a member

Note: You can also access this site from home at <https://www.hersheyhistory.org/>

Master Collection Groupings

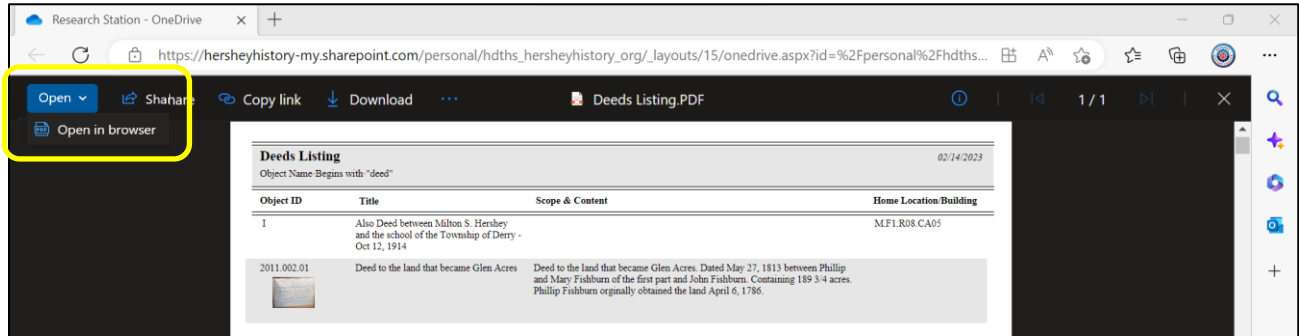
Archives		Objects		Library
Archives	Newsletter	Pin	Paperweight	Book
Newspaper	Binder	Box	Ashtray	Booklet
Vertical File	Coupon	Clothing	Key Ring	Yearbook
Program	Calendar	Uniform	Container	Program
Booklet	History, Research	Commemorative Plate	Candy Mold	Textbook
Document	Invoice	Patch	Trophy	Notebook
Deed	Records	Booklet	Tray	
Oral History	Wrapper	Pennant	Soap	
Subject File	Documents	Mug	Nameplate	
Video	Handbill	Christmas Ornament	Souvenir	
Scrapbook	Magnetic Tape	Tree	Key	
Map	Blueprint	Badge	Coin	
Card	Pass	Tin	Ring	
Poster	Label	Shirt	Bank	
Microfilm	Membership Card	Bag	Identification Tag	
Ticket	Ration Book	Sign	Brick	
Book	Manuscript	Print	Banner	
Envelope	Catalog	Cup	Money Bag	
Receipt	Notecard	Jacket	Flag	
Letter	Bag	Can	Candy Dish	
Advertisement	Magazine Ad	Commemorative Token	Button	
Magazine	Instruction Booklet	Bottle	Bell	
Compact Disc	Report Card	Commemorative Coin	Novelty	
Certificate Achievement		Hockey Stick	Bric-A-Brac	
Yearbook		Plate	Magnet	
DVD		Wrapper	Glass	
Menu		Hat	License Plate	
CD		Hockey Puck	Thermometer	
Notebook		Pen	Commemorative Medal	
Print		Plaque	Trivet	
Theater Program		Cap	Ruler	
Announcement		Sweater	Vending Machine	
Handbook		Pencil	Toy	
Correspondence		Matchbook	Purse	
Telephone Directory		Book	Jar	
Invitation				

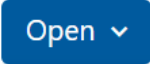
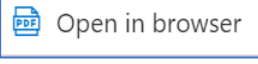
How to search the collections.

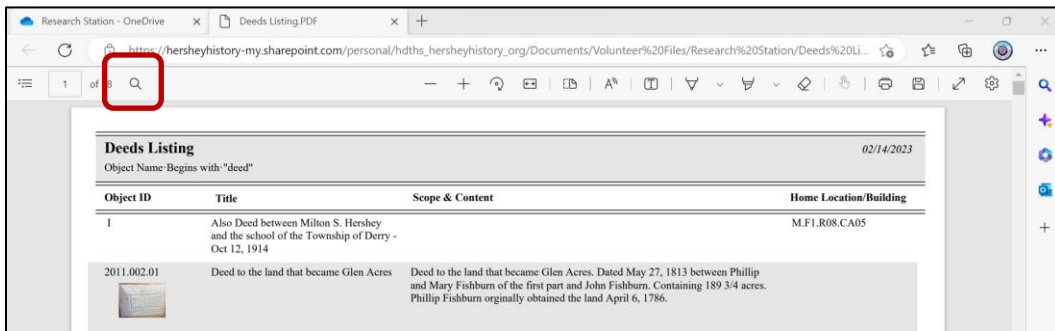
All collection listings are displayed as searchable PDF files. Below are tips that will help to make your search easier.

Using the Deeds collection as an example:

After double clicking the Deeds Icon  the following display will appear in Microsoft Edge Browser.

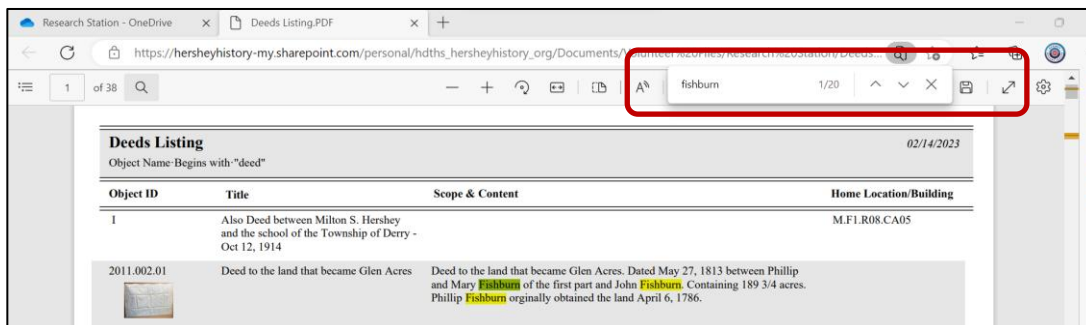


Once displayed click  followed by  and the display will change to this.



To search this listing click FIND  button on top left. A search box opens on the top right.

Type a word or phrase to the box to initiate a search. Matches will be highlighted as shown below.



How to request further assistance with your research

If you are interested in viewing the artifact displayed in the collection listing, complete a **Retrieval Request Form** (example below). The form should be located at the research station. If not please ask at the front desk.

Once completed drop the form with the receptionist at the front desk. A volunteer will locate the items you requested and stage them in a secure area for you to come in and view. We will let you know when the items are ready for viewing.



Once notified, come into the museum during regularly scheduled hours, and a volunteer will share with you the content you requested. Return the items to the volunteer when completed.

A few notes:

- Our organization depends heavily on our dedicated volunteer staff, therefore retrieval could take a week or more. We will make every attempt to minimize your wait time.
- Depending on the number and nature of the items and the effort required to retrieve them, there may be a small fee for processing. Should this be the case we will contact you for your approval before proceeding.
- Some items are restricted and may not be available for viewing. We will note this on your retrieval Request form.
- We have limited staff and do not have the resources to handle broad “research requests.” The volunteer assigned to your retrieval request will only pull the documents you specifically designate on the sheet. Please complete the form carefully.
- All retrieved items must be returned to the front desk by the end of the day.

HHC Retrieval Request Form		
Your Name	Email	Phone No.
Object ID From listing	Short description of the item being requested	Retrieval Notes (Volunteer only)

Deeds Listing Example

Object ID	Title	Scope & Content	Home Location/Building
 2013.071.02	Deed - James B. MacClure (Widower) - To John E. Snyder for Premises: - 330 Cocoa Avenue, Hershey	1. Deed - James B. MacClure (Widower) - To John E. Snyder for Premises: - 330 Cocoa Avenue, Hershey, Derry Township, Dauphin County, Pa. Recorded in Dauphin County in Deed Book 0. No. 23. Page 331. !st day of November, 1934	M.F1.R08.CA07
 2016.039.20	Land rental agreement dated November 5, 1825 Derry Township. Very brittle and in four pieces. Frederic Waggoner leasing to Alexander Stewart.	Land rental agreement dated November 5, 1825 Derry Township. Very brittle and in four pieces. Frederic Waggoner leasing to Alexander Stewart.	M.F1.R08.SU02

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