

The Hershey History Center archives are accessible for public research. This guide explains how to use the materials, search the collections, and request assistance.

Collections available for your use

Special Collections

Cemetery Records: Comprehensive documentation of gravestone markers from various church cemeteries situated in Derry Township.

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

Family Files: Over 490 files arranged by family name with stories, clippings, documents, and biographical details.

Maps: 95 historical maps, blueprints, atlases, and diagrams at HHC, each briefly described.

Newspapers: The Hershey Chronicle, Hershey Broadcaster editions are available at the society, in paper form and on microfilm.

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

Obituaries: A collection of 40,000 obituaries sourced from local newspapers. To view the digitized obituary clippings, please refer to the **Obituary Images** link. Additionally, www.findagrave.com is recommended as a valuable online resource.

Oral Histories: Over 200 accounts of Hershey and Derry Township's history recorded in audio format, with many transcriptions available.

Scrapbooks: 145 scrapbooks and photo albums are available at the HHC.

Master Collections

The three documents below list all HHC collection items. They include many of the same items mentioned earlier. The **Master Collection Groupings** summarize the objects in each document.

HHC Objects: A searchable list of over 4,000 items in HHC collections, including pins, mugs, uniforms, trophies, hockey sticks, coins, and clothing.

HHC Archives: A comprehensive catalog of over 11,000 archival items in the HHC collections is available. This catalog includes maps, documents, scrapbooks, videos, programs, booklets, and more. This report contains 3311 pages, and it may require some time to open.

HHC Library: A searchable list of over 650 items included in the HHC Library, including books, textbooks, and more.

Other links

HHC Online Photo Collection: View HHC photographs published to the web. Press “*Click Here to view more Galleries*” for a list of search topics, or use the search options at the top to find what you need.

Note: The **Online Photo Collection** features a selection of photographs from the HHC collection. We are continuously updating the published collection. If you do not find a topic that interests you, please contact our Photo Archivist at Photos@hersheyhistory.org, who will conduct further investigation.

Master Collection Groupings

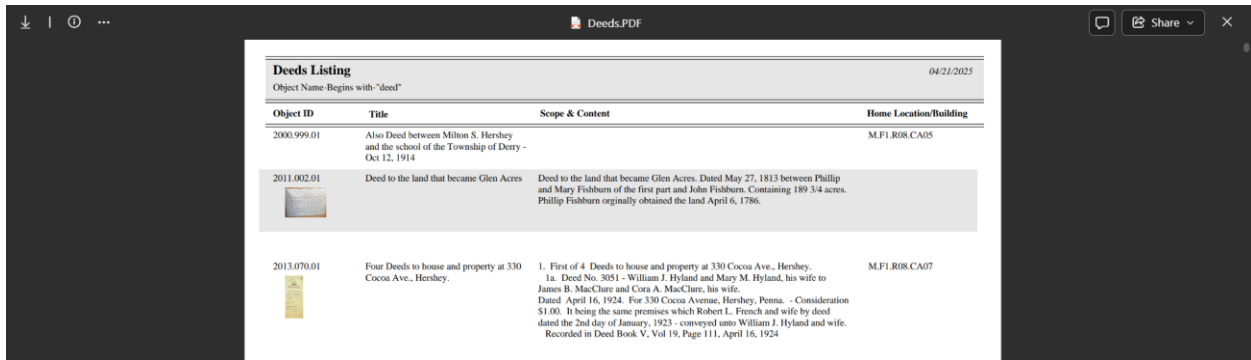
Here's a summary of artifacts in each collection.

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

How to search for collections items.

All collection listings are available as searchable PDF files. Here are some tips to assist with your search, using the Deeds collection as an example:

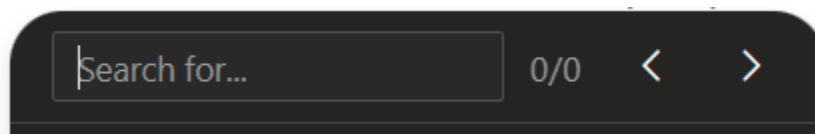
After double clicking the **Deeds** the following display will appear in your browser.



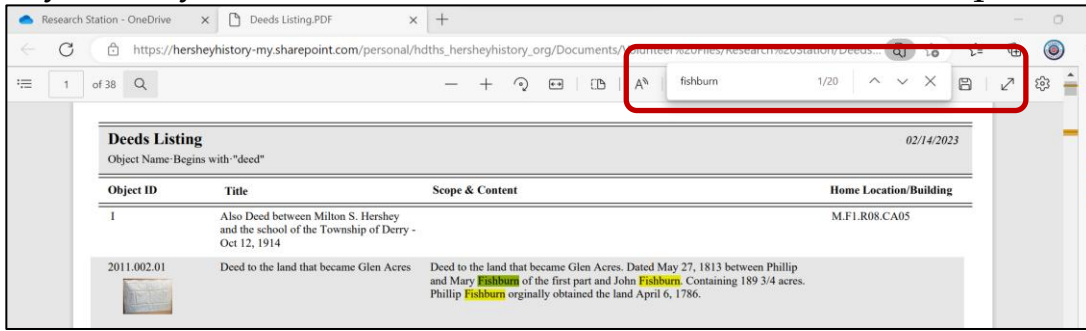
A navigation bar will also appear at the bottom of the screen.



To search this listing click the Search icon on the right of the navigation bar. The search box appears.



Enter a word or phrase to start a search. The match count will appear, and the first match will be highlighted. Navigate with < and > symbols.



How to request further assistance with your research

If you are interested in viewing the artifact displayed in the collection list, complete an online **Retrieval Request Form** (example below).

After completing the form, click **Submit** to forward the request to research@hersheyhistory.org. A volunteer will locate the requested items and place them in a secure area for viewing. Notification will be provided when the items are ready for viewing.

Upon receiving notification, please visit the museum during its regular operating hours. A volunteer will assist you in accessing the requested content. Kindly return the items to the volunteer once finished with them.

Important notes:

Our limited staff can only process specific document requests. Please complete the form accurately.

Our organization relies on dedicated volunteers, so retrieval may take a week or more. We will try to minimize your wait time.

There may be a small fee for processing, depending on the items and effort required. We will contact you for approval before proceeding.

Certain items are restricted and may not be viewable. This will be indicated on your retrieval request form.

Please ensure that all retrieved items are returned to the front desk by the close of business today.

How to complete the HHC Retrieval Request Form.

Enter your name, email address, and phone number in the space provided.

In the field "What is your availability to view the objects requested?", please provide a general time frame indicating when you will be available to visit and examine the items you have requested.

Enter the object ID for each item and give a short description to help the volunteer find and verify the artifact. Refer to the example from the Deeds Listing below.

You are permitted to request up to three items per form submission. If you wish to request additional items, please click Submit another response to access a new, blank form.

Object #1: What is the Object ID from Listing? *

2013.071.02

Object #1: Add a short description of the item being requested. *

Deed of James B MacClure

Object #2 (optional): What is the Object ID from Listing?

2016.039.20

Object #2 (optional): Add a short description of the item being requested.

Land rental agreement dated Nov. 5, 1825

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. 1st 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