

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

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Collections available for your use

Special Collections

- Cemetery Records:** Detailed records of gravestone markers from church cemeteries throughout Derry Township.
- Deeds:** A catalog of 243 deeds, conveyances, mortgages, and indentures held by HHC, with brief descriptions for each item.
- Family Files:** More than 490 family-name files containing stories, clippings, documents, and biographical information.
- Maps:** 95 historical maps, blueprints, atlases, and diagrams held by HHC, each with a brief description.
- Newspapers:** Paper and microfilm editions of the Hershey Chronicle and Hershey Broadcaster are available at the society.
- Note: Additional local newspapers are available through the Hershey Archives at 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.

Reflection of the Past Clipping: A collection of 700+ stories published in the Hummelstown Sun and the Hershey Chronicle from 1993 to 2005, recounting various aspects of Hershey and Derry Townships' history. This collection offers captivating and insightful perspectives on the history of our community.

The *Reflection of the Past Index* summarized each of the 700 articles. The *Reflection of the Past Collection* contains an image of each article referenced in the index. Use the File Name listed in the index to search for the related article image contained in the collection folder.

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.

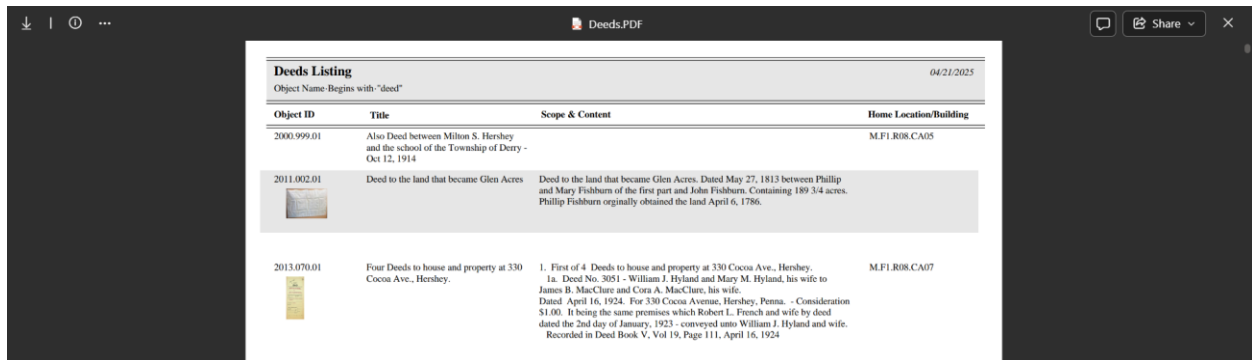
Archives		Objects		Library
Archives	Theater Program	Pin	Paperweight	Book
Newspaper	Handbook	Box	Ashtray	Booklet
Vertical File	Correspondence	Clothing	Key Ring	Yearbook
Program	Telephone Directory	Uniform	Container	Program
Booklet	Invitation	Commemorative Plate	Candy Mold	Textbook
Document	Newsletter	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

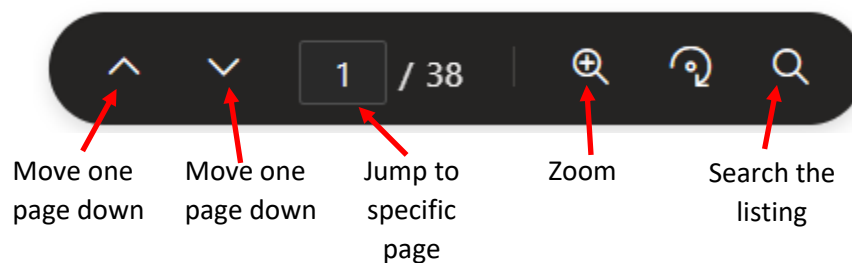
How to search for collections items.

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:

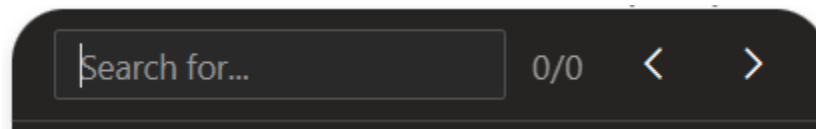
After double clicking the **Deeds** the following display will appear in your browser.



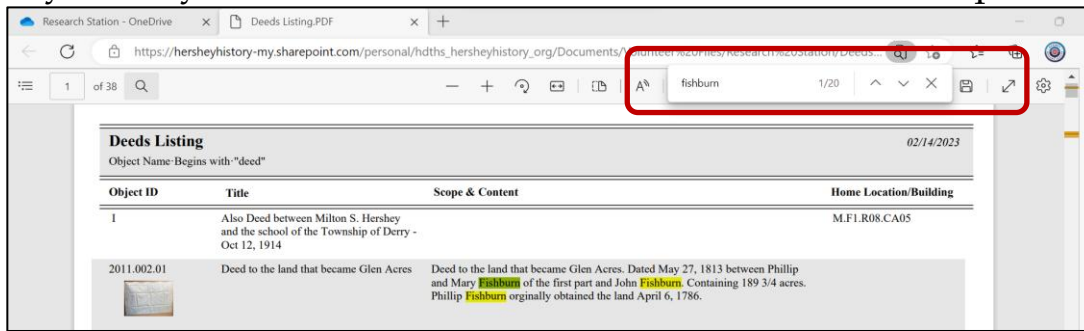
A navigation bar will also appear at the bottom of the screen.



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.

The diagram illustrates how to populate the HHC Retrieval Request Form using data from the Deeds Listing table. Red arrows indicate the first example, and blue arrows indicate the second example.

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