



## EDELWEISS GARDEN CLUB ARCHIVES PROJECT

*Preserving Our History • Celebrating Our Community • Inspiring Our Future*

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### About the Archive

**PURPOSE:** The Edelweiss Garden Club Archives exist to honor the people, projects, and traditions that have shaped our club since its founding. These records reflect our shared commitment to gardening, conservation, education, and community service. They capture not only what we have done, but who we are.

Our archive includes documents, photographs, newsletters, garden plans, event materials, minutes, awards and other items that tell the story of our club's growth and impact.

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### Location of the Collection

All physical archival materials will be housed at:

#### **Otsego County Library**

*By appointment only.*

A **Master Archive Index (Public Catalog)** will list all items. Each entry of the Index will include:

- **Item Number** (club catalog number)
- **Title / Name of Item**
- **Date**
- **Type of Material** (photo, minutes, scrapbook, program, newsletter, yearbook, etc.)
- **Short Description**
- **Location** (Box 1, Binder A, Album, Folder 3, etc.)
- **Submitted by**

This will serve as the “card catalog” for our club’s history and contain descriptions, not the items themselves.

This index becomes the **official public record** of what’s in the Edelweiss Garden Club Archive. The PDF can be uploaded on our website, easy for members to download or print and shared to the Library for their system. It can be updated as new items are added.