

Information on how to donate items and collections to the MBS Archives

During the course of the year, the MBS fields many inquiries from members and from the general public about items contained in the MBS Archives, how to access them and how to donate bus related materials and entire collections to the MBS. The guide below has been developed in the Q & A format to provide you with some basic information about the MBS Archives, how it can be accessed, items we are looking for and how to go about making a donation of items or collections to it.

Q. What kind of items are in the MBS Archives?

A. Our archival collection is extensive and covers many facets of the North American bus industry spanning over 100 years. The collection is divided into three primary focuses: line haul/over the road bus operators, public & private transit/commuter operators and the bus manufacturing industry in the US, Canada and Mexico. Types of materials range from photographs of buses to annual corporate reports to bus memorabilia to fleet rosters to systems maps and public timetables.

Q. Is the MBS Archives open to the general public or just for MBS members?

A. At this time the MBS Archives is open to current MBS members in good standing for research purposes with prior appointment. Members of the general public are welcome to visit the Archives but must in advance discuss the nature of their visit with a member of the MBS Archives Committee, a MBS Officer or a MBS Trustee before access is granted. You can any of the above parties either in writing to Motor Bus Society II, Inc., Post Office Box 261, Paramus, New Jersey 07653 or via e-mail to info@motorbussociety.org

Q. Are MBS members allowed to borrow materials for any period of time from the Archives?

A. At this time the MBS Archives is not permitting materials to leave the premises due to their unique and limited nature. While at the Archives, visitors are permitted to make copies and to make electronic scans of materials in collection. Limited copy and scanning equipment is available to use on site. A small monetary donation to cover supplies is always appreciated. At present, we do not offer a free or for fee copy/scanning service via the mail.

Q. What types of materials and items is the MBS presently looking for?

A. The MBS is seeking to enhance several parts of the collection at this time.

For our photographic section; we are seeking donations of originals or copies of black & white and/or color photographic prints, slides, negatives & electronic scans (saved on CDs or DVDs) of buses of all types. This includes: over the road coaches, transit buses, school buses, bus conversions, specialty buses and oddities both large and small.

For our public/private transit & long haul bus operator section; we are seeking fleet inventories or fleet rosters (full or partial, past or current), corporate histories, corporate reports, tariff/fare information, system maps, public timetables and the like.

For our Bus Builders/Manufacturers section; in addition to photos, we are seeking production/sales lists (past or current), sales brochures/materials, blueprints, painting diagrams, builder specifications and the like.

Q. Is the MBS accepting donations of books and magazines related to buses or bus systems?

A. Yes, while we have a pretty sizable collection of books and magazines published in the US and Canada relating to buses, we are always looking to expand and complete our collection in this area. We also welcome back any long out of print editions of Motor Coach Age, especially those from the 1950's, 1960's and 1970's.

Q. Does the MBS accept donations of things like bus builder's/name plates and bus models?

A. Yes, we do accept these types of items. However since our storage space is limited, we will make a determination if the donated item is unique and appropriate to maintain in our collection. For any donated items, we reserve the right to trade, sell or dispose of items deemed duplicate or outside the scope of our collection.

Q. Does the MBS accept donations of other transportation related items such as rail, train, trolley, streetcar, light rail items?

A. Yes, we do accept these items too. Again, since our storage space is limited, we will make a determination if the donated item is appropriate to maintain in our collection. Many times rail and trolley systems had a bus component and we are interested in that information. As above, for any donated items we reserve the right to trade, sell or dispose of items deemed duplicate or outside the scope of our collection.

Q. I have an old computer, slide projector and scanner, does the MBS want it?

A. Maybe, if you have a desktop or laptop computer (PC or MAC less than 5 years old) scanner, printer, Kodak slide projector or Kodak slide trays you no longer have use for, then yes please contact us to see if we are interested in it before you dispose of it.

Q. Can someone from the MBS help me value the items I wish to donate?

A. Unfortunately the MBS does not provide appraisal service nor do we have an appraiser to recommend for such a purpose.

Q. Can I designate the MBS as the recipient of my bus related collection in my will or last testament? Are those donations tax deductible?

A. Yes & Yes – as you or your family considers a donation to the MBS either now or in the future, we strongly recommend you first consult an attorney and an accountant to advise you on how to begin the process and to advise you on the possible financial implications. Just advise them the MBS is a 501(c)3 non-profit corporation and any donation of items are tax deductible.

Q. If I wish to donate materials or a collection to the MBS Archives, how do I get started?

A. The first thing to do is catalog your possible donation and then contact the MBS to discuss the nature of your donation. You can contact us either in writing to Motor Bus Society II, Inc., Post Office Box 261, Paramus, New Jersey 07653 or via e-mail to info@motorbussociety.org You can also visit us on the web at www.motorbussociety.com A MBS Officer and/or Trustee will then contact you to discuss the next steps in the donation process.

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