

Motor Bus Society Archive

A guide for accessing the collections of the MBS & How to donate items and collections to the MBS for preservation

During the course of the year, the Motor Bus Society fields many inquiries from its members and from the general public about items contained in the MBS Archive, how to access the collection for research purposes and how to donate bus related materials or entire collections to the MBS.

This guide has been developed in the Q & A format to provide you with general information about the MBS Archive, how it can be accessed, items we are looking for and how to prepare for and then make a donation of items or collections to the MBS Archive.

Q. Is the MBS Archive open to the general public or is it just for MBS members?

A. At this time the MBS Archive 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 Archive but must in advance discuss the nature of their visit with a member of the MBS Archival-Research Committee, an MBS Officer or an MBS Trustee before access is granted. You can contact any of the above parties either via e-mail to [**library@motorbussociety.org**](mailto:library@motorbussociety.org) or in writing to Motor Bus Society Inc., P.O. Box 261, Paramus, New Jersey 07653-0261.

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

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. Are MBS members, other libraries & archives or the general public allowed to request loans from or borrow materials for any period of time from the MBS Archives?

A. At this time the MBS Archive is not permitting materials to leave the premises due to their unique, limited and rare nature. While at the Archive, visitors are permitted to make copies or electronic scans of materials from the collection. Limited copy and scanning equipment is available to use on site. A small monetary donation to cover staff time and supplies is always appreciated. Research inquires can also be made via e-mail or letter. We do offer a for-fee copy/scanning service for inquires and requests received via e-mail or via the US mail.

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

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

Motor Bus Society Archive

A guide for accessing the collections of the MBS & How to donate items and collections to the MBS for preservation

For our photographic section; we are seeking donations of originals or copies of black & white and color photographic prints, slides, negatives & electronic scans (saved as high resolution 300 dpi or greater) .jpeg files on CDs, DVDs or transmitted electronically thru the MBS DROPBOX site or via e-mail to: library@motorbussociety.org. Desired subject matter includes: over-the-road/long-distance motor coaches, transit buses, school buses, electric trolley buses, specialty buses, bus conversions, other transit related vehicles and transit related facilities of all types.

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/bus 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/transit systems?

A. Yes, while we have a pretty sizable collection of books and magazines published in the US and Canada relating to buses and public transportation. We are always looking to expand and complete our collection in this area. We also welcome back any past editions of *Motor Coach Age* and *Motor Coach Today*, especially those issues published from the 1950's thru today.

Q. Does the MBS accept donations of things like bus builder's/name plates, destination signs, hat badges, bus models and other bus memorabilia?

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

Motor Bus Society Archive

A guide for accessing the collections of the MBS & How to donate items and collections to the MBS for preservation

A. First, we highly recommend that you contact the MBS before sending in a donation so we can discuss with you the nature of your donation. You can contact us either in writing to Motor Bus Society Inc., Post Office Box 261, Paramus, New Jersey 07653 or via e-mail to [**library@motorbussociety.org**](mailto:library@motorbussociety.org). You can also visit us on the web at [**www.motorbussociety.org**](http://www.motorbussociety.org) for further assistance. An MBS Officer and/or Trustee will then contact you to discuss the next steps in the donation process.

Second, we will ask you to create a hand-written catalog/inventory or create an electronic catalog/inventory (using either MS WORD or MS EXCEL or another spreadsheet program) of your collection along with any coding system you used to document your collection. If you do not use a catalog coding system, the MBS has adopted a new cataloging numbering system for bus photo/slide identification and for use with other bus related research materials. We use a unique numeric code prefix starting with #1 to #87 for the US states, US territories, Canadian provinces, Mexican states and other countries/regions. By using our base numbering system as part of your catalog, it makes it much easier for the MBS to integrate your collection in to ours once the donation arrives. A copy of the MBS catalog numbering system is included at the end of guide. Once your catalog/inventory is completed, we will ask you to include it with the donation.

Regardless if the donation is small or large, for any donation of photos/prints/slides taken by you or taken someone you know, we recommend either on the back of the photo/slide or on a separate piece of paper to be included with the donation, please include your name, the numbering system or codes you use or used to identify the photo and if known by you, the photographer, the date or at least the year the photo was taken, the location where the photo was taken and if possible for the bus(es) in the photo, the carrier's/operator's name and bus fleet number. If also available please include the manufacturer's name, bus model number and if known VIN number for the bus(es) in the photo. By including as much of the above information as possible with the donated photos will go a long way to ensuring their long-term use and preservation.

If you plan to use the suggested MBS coding system, just start by choosing the appropriate state code relating to the photo and then annotate the photo information individually from there. For example, for a photo you taken of bus #5110 as operated by NYCTA in New York City, photographed in 1975, the code could look something like this: 32-NYCTA-5110-1975-001.

Q. What if I have a large collection of electronic bus photos from my digital camera that I wish share with the MBS?

A. With technology improvements over the last few years and now with the advent of "cloud storage", makes transferring digital bus photo files to the MBS fast and easy. The MBS will always gladly accept any and all digital bus photo files and other bus related research files using traditional electronic means such on a CD, DVD or via Flash Drive

Motor Bus Society Archive

A guide for accessing the collections of the MBS & How to donate items and collections to the MBS for preservation

which can be mailed to us. Now we are accepting electronic media file transfers via the cloud file sharing site DROPBOX. Just let us know when you have files ready for transfer and we will provide you a unique link to the MBS DROPBOX site where you can transfer and sort the electronic files to be shared. With just some basic computer knowledge and a few minutes of effort on your part, you can transfer hundreds of bus photos to the MBS rapidly. The best part about using the MBS DROPBOX site is the unique link we will send you stays active even after the first file transfers are made. Then at any time in the future as you take more pictures, you can continue to upload bus photo files to the MBS DROPBOX at your convenience. If you are interested in using this transfer method, just send an e-mail to the MBS webmaster at webmaster@motorbussociety.org and he will get you set-up to start the file transfers.

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

A. Maybe, if you have a desktop or laptop computer (PC, MAC, IPAD or other tablet that is less than 5 years old), scanner, printer, flash drive, portable hard drive 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. We recommend you first consult with your tax advisor and/or attorney for such guidance before making a donation to the MBS.

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 your tax advisor to advise you on how to begin the process and to advise you on the possible financial implications. Just advise them The Motor Bus Society II, Inc. is designated as a 170(b) (1) (A) (VI)/501(c) (3) public charity under the United States federal tax code. Contributions to the Motor Bus Society II, Inc. are tax deductible under section 170 of the Code. Tax deductible bequests, devices, transfers or gifts are covered under sections 2055, 2106 or 2522 of the Code. For all items donated to the MBS, we can supply a donation acknowledgement letter to the donating party or entity for annual tax purposes.

Q. Does the MBS provide reimbursement for shipping my collection to the MBS Archives?

A. Yes, we do. We have a corporate discount plan in place with United Parcel Service (UPS) to ship items to and from the MBS. Once a donation is confirmed, we will work with you to prepare the shipment on your end to send to us. All we ask is that you: wrap, pack, secure all the items to be shipped and then measure and weigh the boxes to be sent. Once you send the necessary manifest information to us about the donation and the number of

Motor Bus Society Archive

A guide for accessing the collections of the MBS & How to donate items and collections to the MBS for preservation

boxes to be shipped. We will then generate and e-mail to you with an attachment in .pdf format the pre-paid UPS shipping labels to be attached to each box to be shipped. You can then print out the labels on regular paper on your home printer to adhere to each box with packing tape, fully securing the label. Once that process is completed, you can either take the pre-labeled boxes to any UPS Store, UPS shipping center or to any UPS authorized shipper such as Staples and just drop the boxes off with them. UPS handles the rest. For large sized donations, the MBS thru UPS can make arrangements to have the donation picked up at your residence on a mutual agreeable date and designated pick up location.

Q. How do I obtain further information about the MBS Archive or further information on how to donate items to the MBS that was not described in the above guide?

A. Just contact us via e-mail to: library@motorbussociety.org or send us a note via the US Mail to: Motor Bus Society, P.O. Box 261, Paramus, New Jersey 07653-0261 with your additional questions and we will have contact you with the answers you need. If you wish, we can call you directly if you supply a contact number where you can be reached and a good time to call you back.

Your donation to the Motor Bus Society will continue to enrich our extensive archives and help our organization preserve the history of the North American bus industry for future generations to enjoy. It is thru the generosity of contributors like you who help make this possible.

Issued: July 1, 2016

Motor Bus Society Archive

***A guide for accessing the collections of the MBS &
How to donate items and collections to the MBS for preservation***

MBS LISTING OF STATES/PROVINCES/COUNTRIES CATALOGING CODES

CODE #:	NAME
1	ALABAMA
2	ALASKA
3	ARIZONA
4	ARKANSAS
5	CALIFORNIA
6	COLORADO
7	CONNECTICUT
8	DELAWARE
9	FLORIDA
10	GEORGIA
11	HAWAII
12	IDAHO
13	ILLINOIS
14	INDIANA
15	IOWA
16	KANSAS
17	KENTUCKY
18	LOUISIANA
19	MAINE
20	MARYLAND
21	MASSACHUSETTS
22	MICHIGAN
23	MINNESOTA
24	MISSISSIPPI
25	MISSOURI
26	MONTANA
27	NEBRASKA
28	NEVADA
29	NEW HAMPSHIRE
30	NEW JERSEY
31	NEW MEXICO
32	NEW YORK
33	NORTH CAROLINA

Motor Bus Society Archive

***A guide for accessing the collections of the MBS &
How to donate items and collections to the MBS for preservation***

34	NORTH DAKOTA
35	OHIO
36	OKLAHOMA
37	OREGON
38	PENNSYLVANIA
39	RHODE ISLAND
40	SOUTH CAROLINA
41	SOUTH DAKOTA
42	TENNESSEE
43	TEXAS
44	UTAH
45	VERMONT
46	VIRGINIA
47	WASHINGTON
48	WEST VIRGINIA
49	WISCONSIN
50	WYOMING
51	DISTRICT OF COLUMBIA
52	PUERTO RICO
53	US VIRGIN ISLANDS & BAHAMAS
54	GUAM & US PACIFIC ISLANDS
60	ALBERTA, CANADA
61	BRITISH COLUMBIA, CANADA
62	MANITOBA, CANADA
63	NEW BRUNSWICK, CANADA
64	NEWFOUNDLAND, CANADA
65	NORTHWEST TERRITORY, CANADA
66	NOVA SCOTIA, CANADA
67	ONTARIO, CANADA
68	PRINCE EDWARD ISLANDS, CANADA
69	QUEBEC, CANADA
70	SASKATCHEWAN, CANADA
71	YUKON TERRITORY, CANADA
72	<i>To be used in the future</i>
73	<i>To be used in the future</i>
74	<i>To be used in the future</i>
75	GULF OF CALIFORNIA STATES, MEXICO

Motor Bus Society Archive

***A guide for accessing the collections of the MBS &
How to donate items and collections to the MBS for preservation***

76	NORTH STATES, MEXICO
77	GULF OF MEXICO STATES, MEXICO
78	SOUTH PACIFIC STATES, MEXICO
79	DISTRICT FEDERAL & INTERIOR STATES, MEXICO
80	CENTRAL AMERICAN COUNTRIES (Panama, Belize, etc.)
81	SOUTH AMERICA
82	CARIBEANEAN
83	CUBA
84	UNITED KINGDOM (ENGLAND/SCOTLAND/NORTHERN IRELAND)
85	IRELAND
86	EUROPE
87	ASIA/PACIFIC ISLANDS