

**FEATHER RIVER RAIL SOCIETY
AGENDA REPORT**

DATE: 09/07/2016

TO: Board of Directors

FROM: Kerry Cochran

MEETING: Sept. 10, 2016

ITEM: New Business

SUBJECT: Historical/Archive Department
Arthur Walter Keddie Railroad Library

Revised Policies, Forms, Mission Statement, ect.

ACTION: Review this meeting, and approve

ARTHUR WALTER KEDDIE RAILROAD LIBRARY

Accession Form

Loan # _____ Donation # _____ Date received: _____

Source: _____ Received By: _____

Donor's Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Accession # _____ Date Accessioned: _____ Acknowledged By Registrar: Yes No

Received As: _____ Purchase Price or Value \$ _____

Accessioned By _____

Object ID.	Object Name -- Description	Condition

Total Objects: _____

Restrictions:

ARTHUR WALTER KEDDIE RAILROAD LIBRARY

Accession Worksheet

Loan # _____ Donation # _____ Date received: _____

Source: _____ Received By: _____

Donor's Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Accession # _____ Date Accessed: _____ Acknowledged By Registrar: Yes No

Received As: _____ Purchase Price or Value \$ _____

Accessioned By _____

Object ID.	Object Name -- Description	Condition

Total Objects: _____

Restrictions:

ARTHUR WALTER KEDDIE RAILROAD LIBRARY

Application for Access to Collection Materials

NAME (PLEASE PRINT): _____ DATE: _____

POSITION: _____

INSTITUTION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

PURPOSE OF RESEARCH: _____

ARE RESULTS OF THE RESEARCH TO BE PUBLISHED? IF SO, WHERE?

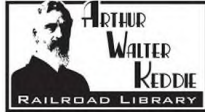
USER AGREEMENT: In consideration for the privilege of using, for research purposes, materials in the Collections of the Feather River Rail Society ("FRRS"), I agree to the following:

1. I shall not publish or otherwise reproduce and distribute any material including any quoted, summarized, or otherwise used in a publication, which is the property of FRRS without first obtaining the written permission from the FRRS.
2. The FRRS makes no representation that it is the copyright owner of all of its manuscripts, and that I am responsible for obtaining permission to publish from the actual copyright owner(s) of the material.
3. Photographic or other reproduction of any manuscript material is to be made solely for my convenience in examining the manuscript. I agree that the reproduction will not itself be transferred to any other person or institution without the written consent of the FRRS. Further, I agree that the reproduction will not be made available to others on the World-Wide Web or in any other electronic format.
4. I agree to notify the FRRS of any potential publications resulting from my work in FRRS's collections and enter into a proper agreement with the FRRS prior to publication.

I understand and agree that a breach of any of the above conditions, and any other reasonable conditions that may be set forth by the Feather River Rail Society Archives, may result in consequences including the removal or retraction of any publication resulting from use of the Feather River Rail Society Archives collections and the denial of access to the Feather River Rail Society Archives collections in the future.

SIGNATURE: _____ DATE: _____

APPROVED BY: _____ DATE: _____



ARTHUR WALTER KEDDIE RAILROAD LIBRARY POLICY

Collection Access Policy

Effective Date: 08-11-2012 *Legal Review Date:*
Next Review Date:
Replaces: n/a

I. POLICY STATEMENT

Feather River Rail Society is a volunteer based organization. Collections material are not all located on campus or in one central location. This being the case there is limited access to the Collections without prior notification/scheduling of an appointment a minimum of 4 weeks in advance. The Feather River Rail Society does not have a central Reading Room at this time.

Cataloging of material in the collections is an ongoing project. Non-catalogued material is generally not available to the public.

Members of the Feather River Rail Society have access to the collections with prior notification and scheduling with the Archivist. A phone call or e-mail notification prior to visiting is required to set up an appointment. No collections material is allowed to be taken off site.

The Feather River Rail Society welcomes inquiries from off-site scholars and qualified researchers interested in our holdings. Inquiries must be sent to the Feather River Rail Society in writing, via email, fax, or mail. If a visit is intended, inquiries should include a brief description of the research project, the name(s) of the individual(s) or subject matter relevant to the study, and the intended purpose of the research. Under some circumstances, additional information may be requested.

More information regarding access and visiting is in Section VI, Visiting the Arthur Walter Keddie Railroad Library.

Researchers who are admitted to the Feather River Rail Society Archives must complete and submit an *Application for Access to Archival Materials* form. This form states in part that researchers will not cite, quote, or otherwise reproduce any material whose literary or reproduction rights are owned or supervised by Feather River Rail Society or by third parties without first obtaining written permission from the Feather River Rail Society.

II. GENERAL PRINCIPLES

- The Feather River Rail Society promotes the greatest possible access to its collections for research purposes.
- In general, open records are those which are more than 10 years old. In some cases, access to more recent records, if any, may be permissible. Access to some archives, including some older than 10 years, may be denied because of poor physical condition, personal and organizational privacy and confidentiality requirements.
- In general, access is not permitted to unprocessed archival material. Access in such cases is
- at the discretion of the Archivist.
- Collections are available to all researchers who fulfill the access criteria.
- Children under the age of 16 must be accompanied by an adult.
- The collections are for reference only and no borrowing of collections material is permissible.

III. GAINING ACCESS

It is possible to gain access to the FRRS collections. An appointment scheduled at least 4 weeks in advance with the Archivist is required. Access criteria is outlined in section V.

IV. DISABLED ACCESS

Due to the temporary non-central storage of the collections, access for those with disabilities may be limited or non-existent. We will however make every attempt to accommodate those with disabilities to the fullest extent possible.

V. ACCESS CRITERIA

- All prospective researchers must fulfill the access criteria:
- Researchers must have a stated research interest. The Feather River Rail Society must possess materials related to the stated research interest.
- Researchers must agree in writing to abide by the Reading Room Rules.
- Researchers must supply personal and contact information to the Feather River Rail Society. This is for communication, security and statistical purposes.
- Researchers must complete a *Application For Access to Collection Materials* form.
- Researchers must present photo identity.
- Access privileges may be refused or withdrawn if any of the access criteria outlined here is breached.

VI. VISITING THE ARTHUR WALTER KEDDIE RAILROAD LIBRARY

It is necessary to have an appointment to consult the collections under the care of the Arthur Walter Keddie Railroad Library. Appointments may be made by contacting the Archivist a minimum of 4 weeks in advance. There are no scheduled hours at this time.

VII. PUBLISHING OR REPRODUCING COLLECTIONS DOCUMENTS

The Feather River Rail Society will provide copies of a reasonable number of documents upon written application by researchers (print out and complete the *Document-Photo Reproduction Request* form). By providing photocopies, photographic copies, digital images, electronic copies or copies in any other form, the Feather River Rail Society does not convey the right to reproduce or publish any document.

Permission to reproduce or publish must be obtained by submitting to the Archivist, for approval, a *Permission to Publish or Use Reproductions of Documents* form.

The Feather River Rail Society does not own copyright on all documents in its archival collections. In all cases, acquiring permission to reproduce or publish documents from the copyright holder rests with the researcher.

For further information on the publication or reproduction of archival documents, please see the *Archives Reproduction and Use Policy*.

VIII. GENERAL RULES OF USE

1. Those using the archives are required to abide by the following rules. Users must sign the Undertaking which follows as a condition of access. The Feather River Rail Society reserves the right to refuse access.
 - a. Users are responsible for all material issued to them and must be careful at all times when handling original materials and fragile printed works.
 - b. Permission to examine original material does not include permission to publish, which must be applied for separately.
 - c. Users must complete the attendance book on every visit.
 - d. Users must use either a lead pencil or a laptop computer when taking notes.
 - e. Mobile telephones must be turned off in the reading room.
 - f. No food, drink or other substances which may harm archives are permitted in the reading room. Pens, Tipp-Ex, adhesives, newspapers and sharp instruments may not be brought into the reading room. The reading room supervisor may not permit the presence in the reading room of other materials or objects which pose a threat to the safe preservation of archives.
 - g. Users are requested not to attempt to re-arrange archives in any way.
 - h. Users are requested not to mark, fold or alter archival documents. Post-its or similar devices may not be placed on archives as they cause permanent damage.

- i. Users are requested to not lean on archives or use them as a support for writing.
- j. Archives may not be removed from the storage area.
- k. Researchers must draw the attention of the archive staff to damaged or missing documents.
- l. Users may take notes but are not permitted to make a copy in any manner without acquiring the permission of the archive staff.
- m. Users should seek the advice of the relevant member of the archive staff to ascertain the correct procedure for citing archival documents in publications and other works.
- n. Users must comply with all other reasonable requests of the archive staff.

IX. READING ROOM REGULATIONS

1. Visitors to the Feather River Rail Society Archives are expected to comply with Reading Room regulations and to conduct themselves in an appropriate manner. We request that the following rules be observed by all readers.
 - a. All readers must sign and date the Archives register daily.
 - b. No food, beverages, chewing gum or smoking are permitted in the Reading Room.
 - c. Readers are requested to surrender briefcases, backpacks and handbags to the care of Archives personnel. In order to protect both readers and the collections, only a very limited amount of paper, if any, may be taken by readers to their work spaces. Permission to introduce personal material to the work space is at the discretion of the archivist on duty.
 - d. Pens are not permitted. Paper and pencils will be supplied if necessary.
 - e. No more than two manuscript boxes or the equivalent will be provided at one time. Rearranging, folding or other disruption of the contents of folders is not permitted.
 - f. No public computer terminals are available in the Archives. Laptop computers are permitted. Wireless internet is available without prior registration. (See Information for Visitors.)
 - g. Self-service digital photography may be permitted for some collections, subject to Archivist approval. (See Request for Archival Reproductions.)
 - h. All notebooks and papers retained at the Reading Room table by a reader will be subject to search at the end of the research period.
 - i. In the event of an emergency, all items will be left in place, including those brought into the area by visitors, and all visitors must leave the premises immediately. Instructions will be given by Archives staff on evacuation routes.

X. INFORMATION FOR VISITORS

Access to Collections

Non-Feather River Rail Society affiliated researchers with scheduled appointments will find information about visiting the Archives and the Feather River Rail Society campus below. The Feather River Rail Society Archives will on request provide information on lodging possibilities in the Portola area, but no endorsements or guarantees are intended for any accommodations.

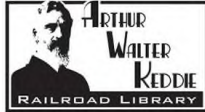
In 1983, the Feather River Rail Society was formed with the goal of preserving the legacy of the Western Pacific. The 37-acre campus, known as the Western Pacific Railroad Museum, includes a 16,000 square foot diesel shop in active use from 1954 until 1974 as well as two and a half miles of track with the FRRS as its steward. By the late 1990's, the FRRS had assembled what is considered by many to be one of the premier collections focusing on a single railroad family in the country.

Today, the collection includes over 30 locomotives and 100 cars of various ancestries. This is a hands-on facility and visitors are encouraged to climb up in the cabs of locomotives, to sit in the engineer's seats, and to browse through the many cabooses and passenger cars on display. The diesel shop houses an exhibit room with smaller artifacts and a variety of other railroad-related displays are located throughout the building.

Feather River Rail Society affiliated visitors are encouraged to call ahead to schedule a visit to the Archives.

Contact Information

Email	archives@wplives.org
Fax	530-832-1854
Telephone	530-832-4131
U.S. Mail	Feather River Rail Society Archives PO Box 608 Portola, California 96122



ARTHUR WALTER KEDDIE RAILROAD LIBRARY POLICY

Collection Management Policy

Effective Date: 08/11/2012 *Legal Review Date:*
Next Review Date:
Replaces: n/a

I. STATEMENT OF PURPOSE

1. The Arthur Walter Keddie Railroad Library (Library) is a department of the Feather River Railroad Society (FRRS), a California 501(c)3 non-profit corporation, which also operates the Western Pacific Railroad Museum in Portola, California.
2. The purpose of the Library is to:
 - a. Manage and establish policies and modes of implementation for the successful maintenance of collections held by the Feather River Rail Society.
 - b. Inspire, educate, promote and preserve archival material in accordance with the Feather River Rail Society Mission Statement.
 - c. Actively collect artifacts to compliment its educational mission, and that are within its mission's scope. Railroad history is presented to the public through permanent and temporary exhibitions, educational programs, guided tours and research collections.
3. The purpose of this "Collection Management Policy" is:
 - a. To provide the Arthur Walter Keddie Railroad Library staff with sound guidance to ensure the proper management of this unique and valuable railroad collection.
 - b. To serve as a public statement of the Feather River Rail Society and the Arthur Walter Keddie Railroad Library's professional standards regarding objects in its care, donated in the public trust.
 - c. The Arthur Walter Keddie Railroad Library in this document below will be referred to as the Library.

II. USE AND TYPES OF COLLECTIONS

The Library collects, preserves, and interprets the history of Western Pacific Railway/Railroad culture through its collections, educational programs and exhibits. The collections are used to objectively interpret the history of the Western Pacific Railway/Railroad. Items that are not obviously relevant to the stated mission may also be acquired as part of special collections if approved by the Collections Committee as being of future relevance to the mission of interpreting Western Pacific Railway/Railroad history.

1. **Permanent Collection:** A *Deed of Gift* (Attachment 1) is used for these gifts. These items possess historic, scientific, technological or educational significance, and/or a high aesthetic quality. Accessions to the permanent collection are used for exhibition, examination, research. In order to improve existing collections, make best use of storage space and to best serve the public interest, objects that do not contribute to the purposes and goals of the Library will be considered liabilities and subject to deaccession, such as duplicate, irrelevant or badly deteriorated objects.
2. **Research/Education Collection:** A *Donation Receipt* (Attachment 2) is used for these gifts. Items designated to this category may not meet all the requirements of the Permanent Collection, but may be used for educational programming, exhibition, examination, or research. This material will not be accessioned although the donation will be acknowledged and a record of its receipt will be maintained. Examples include excessive duplicates of items already in the permanent collection or photocopies of data for research.
3. **Expendable Commodities:** A *Proffer of Gift* (Attachment 3) is used for these gifts. These items shall be used for utilitarian, trade or sale purposes. Examples include excessive duplicates, serviceable items donated for practical, functional or utilitarian purposes, or items unrelated to the scope of the Library.

III. THE COLLECTIONS COMMITTEE

The Collections Committee is composed of at least four members of the Feather River Rail Society as well as the Arthur Walter Keddie Railroad Library Archivist. The responsibility of this committee is to determine the content of the Library's collections. All decisions are made in accordance with the guidelines within this policy. The committee will meet regularly to review collections offers. The committee will assign for the objects accepted the type of collection category in which it will reside, and is empowered to change the assigned category as the collection of the Library evolves.

IV. ACQUISITIONS

1. Items are added to the Library collections through gifts, bequests, purchases, exchanges, or other means of transferring ownership to the Feather River Rail Society.
2. The FRRS cannot engage in indiscriminate acquisition.
3. Permanent Collection accessions must fill a recognized deficiency or upgrade the existing collection.
4. Donors must declare in writing that they have full ownership of the item(s) donated and have absolute authority to make said donation. Donations to the FRRS are tax deductible as charitable contributions. However, it is the responsibility of the donor (s) to secure appraisals to support deductions (see current IRS policy). The FRRS cannot assume responsibility to appraise donations for tax purposes.
5. Gifts to the FRRS are considered outright, unconditional and unrestricted donations to be used in the best interest of the FRRS, without condition that object(s) be kept intact, exhibited, permanently or temporarily, or that the FRRS keep the object(s) indefinitely. Any exception, when required, may be made only with the approval of the Collections Committee and must be well documented.
6. Accessioned objects may be used for exhibition, study, research, loan, examination or may be deaccessioned if they do not contribute to the purposes and goals of the Library. Exhibition of any object is entirely at the discretion of the Archivist. When considering an item for acquisition into the collection, the Collections Committee should review the following guidelines:
7. Is the item consistent with the scope and purpose of the FRRS?
8. Will the object enhance collection categories that lack representation?
9. Is the object's condition stable enough for interpretive use? Can it be properly preserved for the future?
10. Will the item be used in the foreseeable future? Is it a duplicate of objects already in the collection?
11. Will the item be donated with imposing restrictions regarding specific use and exhibition of the object?
12. Is the use of the object encumbered by intellectual property rights (copyright, patent, trademark)? (Any property restrictions should be detailed in writing on accession documentation.)
13. Is the object obscene, defamatory, or an invasion of privacy?
14. Is it made of hazardous material? Acceptance of hazardous materials is prohibited.
15. Will the acceptance of this item carry with it a future expense to the FRRS?
16. Does the Donor/Seller/Lender have clear legal title to this item? (The Collection Committee will not accept items that have been illegally obtained, imported or exported.)

V. REFUSALS OF OFFERS

1. The FRRS should never collect objects outside its stated scope, nor more examples of any one specific object than are needed for exhibition and research purposes. Collecting numerous examples of an object, thereby creating excessive duplicates, must be limited to only Collections Committee authorized transactions. Insuring against over-collecting is necessary because of the FRRS's public trust responsibility to care in perpetuity for the objects it accepts into the permanent collection.
2. Considerations to be weighed when collecting numerous examples of objects include limited storage space, costs for adequate archival housing, potential exhibition and research suitability, and avoidance of later deaccessioning. Items that do not contribute to the purposes and goals of the Library are considered liabilities. Examples include hazardous, duplicate, and irrelevant or badly deteriorated objects. The FRRS reserves the right to refuse any unsolicited or anonymous donations.
3. It is the responsibility of the FRRS Archivist (or appointed representative) to discuss with potential donors the reasons why an object(s) is refused for acceptance into the permanent collection. It is essential to recognize potential donors' generosity and their efforts in attempting to preserve historical objects.
4. When the FRRS refuses acceptance of objects offered to it, the FRRS will attempt to aid the potential donor in finding a worthy and suitable repository for the object(s). Typically, the Archivist (or appointed representative) will refer the potential donor to other possible organizations that may be interested in acquiring the object(s). In order for the FRRS to refuse duplicate or unwanted objects, the FRRS must maintain a realistic inventory of the objects it currently has in its possession.

VI. LOAN AGREEMENT

1. Loans will be accepted only for temporary exhibition, research or duplication. The FRRS will not accept loaned objects, nor loan out objects, for a long-term or indefinite period of time such as a “permanent loan.” A term longer than one year will not be accepted. The Collections Committee at the end of the initial tenure can consider requests for loan renewals.
2. The FRRS loans only properly accessioned and catalogued material. FRRS loans are not made to individuals. An outgoing loan may be approved to non-profit educational organizations only for the purpose of exhibition, research, or teaching, only if the FRRS, through affirmative action of the Board of Directors, and the Borrower agree upon the following conditions:
 - a. Each object shall remain in the condition in which it was lent. The object(s) shall not be altered in any way, cleaned, repaired, retouched or unframed, except with the express written authorization of the FRRS. To ensure compliance with this request, a condition report is to be filed by the Library prior to loan, and upon return of the object(s) to the Library. The Borrower should also file a condition report and signed copies should be sent to the Library.
 - b. Each object shall be given all due care and protection to ensure it against loss, theft, damage, and deterioration. Should loss, theft, damage, or deterioration occur, whether in transit or on the Borrower's premises or in his/her possession, the Borrower must report all loss or damage immediately to the FRRS in detail. The Borrower will be responsible for cost of damages and/or losses.
 - c. Each object shall bear a proper descriptive label and a credit line shall always be given to Courtesy of the Feather River Rail Society, Arthur Walter Keddie Railroad Library, Portola, California.
 - d. Unless prior written agreements are made, the Borrower shall be responsible for all costs associated with sending and returning the object(s), including but not limited to: packing, shipping, insurance if requested, photography and special crating or shipping requirements. All containers lent by the Library with the object(s) shall be returned with the object(s). Advance payment may be required.
 - e. The Borrower may request in writing to create photographs of the borrowed object(s) at Borrower's expense, but only for purposes of documentation, publicity or reproduction in an exhibition catalogue. Credits for photographs of loaned items should read: Courtesy of the Feather River Rail Society, Arthur Walter Keddie Railroad Library, Portola, California.
 - f. Loans may not to be transferred by the Borrower to any other institution or individual.
 - g. The Borrower is responsible for returning the loan by the time stated on the loan agreement and agrees to use the loaned item(s) only for stated purposes.
 - h. It is the responsibility of the Borrower to notify the FRRS of any change of address or change in ownership.
 - i. The FRRS shall secure a *Outgoing Loan Agreement* (Attachment 4) signed by all responsible parties, and shall be cautious about committing the FRRS to any financial or other obligations
3. For incoming loans, the Collections Committee shall determine if objects considered for loan to the FRRS are relevant to its scope, purpose and activities. Traveling exhibits are also considered as incoming loans and the same criteria shall apply. Any fees and freight charges must also be considered.

Incoming loans may be approved from organizations or individuals for the purpose of exhibition, research, duplication, teaching, or for review by the Collection Committee as a pending donation, only if both the FRRS and the Lender agree upon the following conditions:

- a. Objects accepted for loan shall remain in the possession of the FRRS for the duration of the time stated unless prior written agreements have been filed. Exhibition of loaned object(s) is entirely at the discretion of the Archivist.
- b. The FRRS will exercise such precautions of safeguarding and preserving the property as is done for the same general kind of objects owned by the FRRS, and shall not otherwise be responsible for said property. Loaned items may be insured, but only at the Lender's request and expense. Object(s) shall not be altered in any way, cleaned, repaired, retouched or unframed without the approval of the Lender.
- c. The FRRS shall secure a *Incoming Loan Agreement* (Attachment 5) signed by all responsible parties, and shall be cautious about committing the FRRS to any financial or other obligations.
- d. It is the responsibility of the Lender to notify the FRRS of any change of address or change in ownership of the loaned property. Loaned property will be returned only to the Lender of Record, unless the claimant can provide proof satisfactory to the FRRS that he or she has the legal authority for the return of the loan.

- e. When the loaned object is returned to the Lender, the loan record must be completed with the date of return and signed by the Lender and the Archivist. This updated loan record becomes a permanent part of the collection records. Additionally, a letter of appreciation to the Lender from the FRRS should accompany the returned item and a copy shall be filed with the updated loan record.
- f. If after reasonable efforts and through no fault of its own, the FRRS is unable to contact the Lender of Record following the expiration of the loan the FRRS will have the right to store the loan object(s) in any manner at the Lender's expense. If after three years the loaned object(s) has not been withdrawn by the Lender, and in consideration for its storage and safeguarding during this period, the object(s) shall be deemed as an unrestricted gift to the FRRS.

VII. ACCESSION-DEACCESSION & DISPOSITION

1. REGISTRATION

- a. Registration serves to maintain legal control of the FRRS collections. The Registrar, under direct supervision of the Archivist, is responsible for the initiation and maintenance of all collection records.
- b. For every object that is accepted as part of the Library collection, a purchase invoice, a *Deed of Gift* (Attachment 1), or a *Incoming Loan Agreement* (Attachment 5) must be filed. When items are transferred from a loan to gift status, a *Deed of Gift* (Attachment 1) must be filed. If appropriate, thank you letters are sent in acknowledgment. Proper documentation for the newly-acquired object should be established immediately following acquisition. This includes accession ledger entry, filing a completed accession record worksheet for each object, (kept in numeric order), completing card catalogue files and/or computer data entry in the master catalogue database, and filing of gift forms and correspondence in donor files (kept in alphabetical order).
- c. The FRRS utilizes a nomenclature hierarchy based on a system developed by the Robert G. Chenhall's System for Classifying Man-Made Objects as revised and expanded.
- d. Permanent records are kept in the administration offices, while duplicate copies will be stored in another building for disaster preparedness reasons. Updating of duplicate paper records will take place on a quarterly basis. A back up copy of any computerized records will be made whenever the records are updated and another copy will be kept off site and updated as needed.

2. ACCESSIONING

Accessioning is the process of accepting and recording objects as part of the FRRS permanent collection. A single accession is an object or group of objects acquired from a single source at a single instance. Use the *Accession Worksheet* (Attachment 6) for a working copy and then transfer the information to the *Accession Form* (Attachment 7) for final registration.

3. IDENTIFICATION

- a. Accessions are numbered, or identified, as follows:
- b. The first number will be the year the donation was received. For the year 2003, the number will be 2003.
- c. The next number will be the number of the gift or purchase of that year, assigned by numerical order. The number 2003-02 represents the second donation of the year 2003.
- d. The third number denotes each individual item within the gift or purchase. The number 2003-02-29 represents the 29th object in the second donation in the year 2003.
- e. If one of the items is composed of more than one part, such as a pair of shoes, then each part is assigned a lower case letter. Example: The accession number 2003-02-15a-b denotes that the 15th item in the 2nd gift received in the year 2003 is composed of two parts, such as a pair of shoes.
- f. Specifics on how and where to mark objects in consistent, safe and reversible ways will be developed in a Collections Management Guidebook.

4. DEACCESSION

- a. The term "deaccession" describes the permanent removal of an object or objects from the Archives permanent collection. The permanent removal of permanent collection items is a topic of great debate in the museum community. The Archives will approve deaccessioning only under strict conditions and after careful consideration of the following:
- b. Is the object no longer relevant and useful to the mission of the Library?
- c. Is there danger of not being able to preserve the object properly?
- d. Has the object deteriorated beyond usefulness?

- e. Is it doubtful that the object will be used in the foreseeable future?
- f. Will this deaccession provide means for improving or enhancing the collections in order to further the mission of the FRRS?

5. DEACCESSION PROCESS

- a. The procedure for deaccessioning should be as follows:
- b. The Archivist will prepare a written recommendation of the items considered for deaccession using the *Item Condition Report* (Attachment 9). Use the *Deaccession Form* (Attachment 8) for the deaccession process.
- c. The Collections Committee must approve the recommendation.
- d. All deaccession recommendations shall be brought to the Feather River Rail Society Board of Directors for approval.
- e. All markings of ownership by the Library shall be removed before transfer of title. Before approving any deaccessions, the Archivist should decide how to dispose of the items.

6. DISPOSITION PROCEDURES

- a. Disposition procedures will largely depend on the responses to the preceding considerations for deaccessioning. If the items identified are in poor enough condition then the Registrar should use the *Item Condition Report* (Attachment 9) to start the disposition process.
- b. For example:
 - i. If the object is deaccessioned because it has deteriorated beyond usefulness, then it may be designated for educational "hands-on" use for the FRRS's educational programs.
 - ii. If the object is deaccessioned because it may be more suitable for use in another scholarly or cultural organization, then it may be transferred to that organization.
 - iii. If the deaccessioned object has substantial market value, then the choice must be made between a negotiated private sale or a public auction. In accordance with the standards formed by the museum community at large, the Library prefers a public auction to a private sale, and any money gained from the sale will be placed in the Library account for the purchase of other relevant artifacts to enhance one or more collection categories lacking representation.
- c. The Library strongly prefers the transfer of deaccessioned objects to other scholarly or cultural organizations, rather than to private individuals or commercial entities.

VIII. PRESERVATION OF COLLECTIONS

- 1. As stewards of historical cultural objects, the livelihood of such organizations lie within their ability to acquire and preserve objects that collectively illustrate its purpose for existence. One of the major responsibilities of the Society's staff is to protect and preserve the collections. The following guidelines are observed:
 - a. The FRRS will only collect items for which it feels it can give proper care for an indefinite period of time.
 - b. As preservation of the collections is a continuing responsibility, all Society staff should be familiar with and adhere to basic housekeeping requirements. Food, drinks and tobacco use are prohibited where collections will be at risk.
 - c. The Library staff managing artifacts may be trained in the proper procedures for their best treatment.
 - d. The condition of all objects entering the FRRS's permanent collections shall be noted on the *Accession Worksheet* (Attachment 6).
 - e. All handling, storage and disposal of hazardous materials, such as radioactive objects, foodstuffs, nitrate film, ammunition, operational firearms and chemicals will be performed in accordance with professional standards and California State law.
 - f. The collections should be inspected on a regular basis. When an object shows signs of deterioration, a *Item Condition Report* (Attachment 9) should be filed including appropriate recommendations regarding prioritization for treatment and subsequent storage.
 - g. No photograph or printed matter should be on permanent display under unfiltered fluorescent lighting.
 - h. No photograph or printed material over 25 years old shall be placed on display. Copies should be made for display.

IX. INVENTORY

An inventory should be performed at least every two to five years. All objects should be examined for active

deterioration. If during an inventory an item appears to be missing, a thorough search should be made. After the object is determined to be lost, the Archivist shall be notified immediately and a statement of lost item should be filed as soon as possible.

X. SECURITY AND ACCESS

1. The Archivist responsibly controls access to all collections.
2. No object of the collection is to leave its assigned location without a written record noting its new location.
3. Only under supervision may scholars and other qualified persons request and obtain access to the permanent collections.
4. Visitors to Collections areas must file a *Application For Access to Collection Materials* (Attachment 10). This allows the Library to document how its collections are used, and who is using them.
5. Strict key control of collections storage areas limits access to only those who require entry for legitimate reasons.
6. Doors remain locked at all times and all lights extinguished when not in use.
7. Purses, briefcases, parcels, and backpacks must be stowed in offices.
8. Cameras are not allowed without express permission.
9. Any request for copies of documents or photographic images shall be made on a *Document-Photo Reproduction Request* (Attachment 11) and are subject to the *Reproduction Fee Schedule* (Attachment 12).

XI. ATTACHMENTS

The following attachments are in support of this policy and not subject to the policy review process. These attachments are subject to change from time to time as necessary in the performance of day to day activities associated with the FRRS collections.

Attachment 1	Deed of Gift
Attachment 2	Donation Receipt
Attachment 3	Proffer of Gift
Attachment 4	Outgoing Loan Agreement
Attachment 5	Incoming Loan Agreement
Attachment 6	Accession Worksheet
Attachment 7	Accession Form
Attachment 8	Deaccession Form
Attachment 9	Item Condition Report
Attachment 10	Application for Access to Collection Materials
Attachment 11	Document-Photo Reproduction Request
Attachment 12	Reproduction Fee Schedule

XII. GLOSSARY

ACCESSIONING: The creation of an immediate, brief and permanent record utilizing a control number for an object or group of objects added to the collection from the same source at the same time, and for which the FRRS has custody, right or title. Customarily, an accession record includes among other data the accession (control) number, date and nature of acquisition (gift, purchase, bequest, etc.), source, brief description and identification, condition, provenance, value and the name of the staff person recording the accession.

ACCESSION NUMBER: The control number, unique to an object that is used for identification, not description. It is part of the numbering system encompassing the permanent collection.

ANTIQUe: For U.S. Customs purposes, an object made at least 100 years prior to date of entry.

ARCHIVIST: An individual responsible for management and oversight of an archival repository or of records of enduring value, appraising, acquiring, arranging, describing, preserving, and providing access to records of enduring value, according to the principles of provenance, original order, and collective control to protect the materials' authenticity and context.

CATALOGUING: The creation of a full record in complete descriptive detail of all information about an

object, assembly, or lot, cross-referenced to other records and files, and often containing a photograph or sketch. Catalogue data are usually in the form of cards, sheets, or automated data.

CLASS: A number of objects that have been grouped together because of common characteristics.

CONDITION: The physical state of an object. Also, a contract provision or stipulation.

CONSERVATION: The application of science to the examination and treatment of museum objects, also the study of the environment in which they are housed.

CONSERVATOR: One who is trained to utilize scientific techniques for the technical study, preservation, and treatment of museum objects.

CURATOR: An individual responsible for oversight of a collection or an exhibition. The administrative head of a museum or collection.

DEACCESSION: An object that has been permanently removed from the FRRS collection, usually through sale or exchange. Also, the process of permanently removing an object from the FRRS collection through the procedures detailed in the collection management policy.

GIFT AGREEMENT: The contract or deed that transfers ownership of an object or objects from a donor to the FRRS. This document should contain all conditions of the gift.

INCOMING LOAN FORM: A document prepared by the FRRS that states the conditions governing the objects it is borrowing. A receipt is also sent by the FRRS to the Lender for signature when the objects are returned as acknowledgment of their receiving the objects lent.

INVENTORY: The creation of an itemized list of objects that identifies each accession's physical location and movement. The act of physically locating all of the items for which the Library is responsible.

LOCATION RECORD: A file noting the exact and current location of all objects in the FRRS collection, or for which the Archives has assumed responsibility.

NOMENCLATURE HIERARCHY: The standardized classification system used to catalogue like objects into main groups, and then further subdivide them into subgroups.

OUTGOING LOAN FORM: A document prepared by the lending organization which states the conditions governing loaned objects from the FRRS to which the Borrower must agree. A receipt is also sent by the FRRS to the Borrower for signature and returned to the FRRS as acknowledgment of receiving the objects lent.

PERMANENT COLLECTION: Those objects that are legally owned by the FRRS which are of intrinsic value in supporting the mission of the FRRS and are held and curated on a permanent basis.

REGISTRAR: An individual with broad responsibilities in the development and implementation of policies and procedures pertaining to the acquisition, registration, and disposition of collections. The registrar maintains all records pertaining to the all objects for which the Library has assumed responsibility.

REGISTRATION: The process of developing and maintaining an immediate, brief, and permanent means of identifying an object for which the Library has assumed permanent or temporary responsibility.

SPOT INVENTORY: An organized location search for a random selection of items for which the Library is responsible, as opposed to accounting for all objects.

XIII. BIBLIOGRAPHY

Chenhall, Robert B. **NOMENCLATURE FOR MUSEUM CATALOGUING: A SYSTEM FOR CLASSIFYING MANMADE OBJECTS.** Nashville: American Association for State and Local History, 1978.

Dudley, Dorothy H., Irma Bezold Wilkinson, et al. **MUSEUM REGISTRATION METHODS.**

Washington, DC: American Association of Museums, 1979.

Humphries, Sherry B., et al. COLLECTIONS MANAGEMENT POLICY. Star of the Republic Museum, Washington, TX, 1980.

Lewis, Ralph A. MANUAL FOR MUSEUMS. Washington, DC: National Park Service, U.S. Department of the Interior, 1976.

Malaro, Marie C. "Collections Management Policies," MUSEUM NEWS 58(2), Nov/Dec 1979, pages 57-61.

Neal, Armita, et al. "Evolving a Policy Manual," MUSEUM NEWS 56(3), Jan/Feb 1978, pages 26-30.

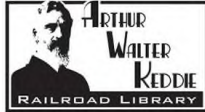
Perry, Kenneth, editor. THE LIBRARY FORMS BOOK. Austin: Texas Association of Museums, 1980.

Reibel, Daniel R. REGISTRATION METHODS FOR THE SMALL MUSEUM. Nashville: American Association for State and Local History, 1978.

Weil, Stephen E. "Deaccession Practices in American Institutes," MUSEUM NEWS 65(3), Feb 1987, pages 44-50.

Document History:

6/15/2011 Created by Allan Lamb
6/11/2012 Modified by Frank Brehm



ARTHUR WALTER KEDDIE RAILROAD LIBRARY POLICY

Collections Reproduction and Use Policy

Effective Date: 08/11/2012 *Legal Review Date:*
Next Review Date:
Replaces: n/a

I. REPRODUCING COLLECTIONS MATERIAL

Photocopies are made available solely for the reference use of the applicant. Photo duplication of such copies is not permitted. Photocopies of manuscript materials remain the property of the Feather River Rail Society and are to be returned to the Society when no longer needed by the applicant.

In making copies of published materials, the Feather River Rail Society does not thereby grant permission to reproduce or quote extensively for publication. The applicant assumes full responsibility for any infringement of copyright or publication rights belonging to the author, his/her heirs, or assigns.

No complete collection may be copied.

Permission to publish manuscript materials from the Feather River Rail Society collections or to reproduce their contents in any form requires written approval in advance of publication from both the owner of the copyright and the Archivist of the Feather River Rail Society. Credit line must be given as follows: Courtesy of the Feather River Rail Society, Arthur Walter Keddie Railroad Library, Portola, California, is required. Other credit lines, when necessary, will be provided by the Feather River Rail Society.

The Feather River Rail Society reserves the right to review all copy requests and to withhold permission to copy if, in the professional judgment of the archivist or curator, copying would endanger the material; would violate copyright law; would violate donor-imposed or institutional restrictions; or would impose undue burden upon the Society's staff and other patrons.

Materials available for consultation online, such as through the Feather River Rail Society's web presence, www.wplives.org, will not be reproduced for study purposes or made available for digital photography.

II. AVAILABLE REPRODUCTION MEDIA

Self-Service Copying: There is no self-service copying service available at the Feather River Rail Society. Researchers may apply for single copies to be made by the Society's staff. Researchers are asked to limit copies to a maximum of 300 pages per twelve-month period or per project, whichever takes longer. Please see our *Reproduction Fee Schedule* for further information. Additionally, postage and handling charges may be applied. Processing of copy requests may require four to six weeks.

Digital Scans: Researchers may request digital scans of images and texts made by Society's staff. A preparation fee of \$25.00 will be applied to each order. Page limits on large text files may apply. Please see our *Reproduction Fee Schedule* for further information. Additionally, postage and handling charges may be applied. Scans may be e-mailed or copied to CD and sent by U.S. Postal Service or other carrier. Processing of digital scan requests may require four to six weeks.

Photo Lab Services: The Feather River Rail Society does not have a photo lab. Photographic print copies of archival photos and some other materials may be available through outside vendors. Please see our *Reproduction Fee Schedule* for further information. All costs of these services are the responsibility of the requester. An additional postage and handling fee of \$15.00 is applied to each photo order and will be sent by U.S. Postal Service or other carrier. Processing photo lab orders may require four to six weeks.

III. PHOTOCOPY, DIGITAL SCANS, AND OTHER REPRODUCTIONS OF ARCHIVAL MATERIALS

Researchers may apply for single-copy reproductions for study purposes only, unless otherwise specified in writing by using the *Document-Photo Reproduction Request* form. The Feather River Rail Society reserves the right to review all copy requests and to withhold permission to copy when deemed necessary due to fragility of the material, privacy or confidentiality considerations, or donor restrictions.

Researchers are asked to limit photocopies of paper materials to a maximum of 300 pages per twelve-month period or per project, whichever takes longer. Please see our *Reproduction Fee Schedule* for further information. Additionally, postage and handling charges may be applied. Processing of photocopy requests may require four to six weeks.

For digital copies, researchers may apply in writing by using the *Document-Photo Reproduction Request* form. Please see our *Reproduction Fee Schedule* for further information. Page limits on large text files may apply. Additionally, postage and handling charges may be applied. Scans may be emailed or copied to a CD and sent by U.S. Postal Service or other carrier.

IV. PUBLICATION OF ARCHIVAL MATERIALS

Archival material, including photos (which may be viewed on www.wplives.org), may be available for publication. Permission to publish material from the Feather River Rail Society Archives must be requested in writing. A formal request for permission should include the identification of the material to be published, including ID numbers of any photos requested from www.wplives.org; the title of the proposed article, book, or dissertation; the journal title for articles; the name of the publisher for books and the anticipated date of publication.

All transactions are covered by the *Collections Materials Release* contract. Generally, use fees will apply. Please see our *Reproduction Fee Schedule* for further information. Clients will be invoiced, and prepayment of fees is required. Payment may be made by credit card (MasterCard or VISA only), or by check drawn on an American bank.

V. COPYRIGHT INFORMATION

Copyright Notice: The copyright law of the United States (Title 17, U.S.C.) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproductions in excess of “fair use”, that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

ARTHUR WALTER KEDDIE RAILROAD LIBRARY

Collections Materials Release

Legal Review Date: _____

Next Review Date: _____

This Materials Release is entered into this _____ day of _____ 20____ by and between the Feather River Rail Society (the "FRRS") and the user ("User") identified on the release schedule attached hereto as Exhibit "A" and incorporated herein (the "Release Schedule").

Objection to the use of the material identified on the Release Schedule (the "Material") in the publication, exhibit or product (the "Product") is hereby waived by the FRRS subject to the following conditions:

- 1) This waiver is for a non-transferable, non-exclusive use of the Material, in whole or in part, within the Product for the term and within the territory defined on the Release Schedule.
- 2) This waiver granted under Section 1 above shall apply only to use of the Material in the Product currently in preparation (the "Current Version"). Use of the Material in future versions, editions or derivative works, such as but not limited to electronic publication as a secondary right, translations, paperback editions and video and audio versions, is not permitted except by special provision or amendment to this Release.
- 3) The Material must be reproduced accurately and fairly without distortion or misrepresentation and without any association which would tend to degrade the Material or the FRRS.
- 4) Credit line must be given as follows: Courtesy of the Feather River Rail Society, Arthur Walter Keddie Railroad Library, Portola, California. Other credit lines, when necessary, will be provided by the Feather River Rail Society.
- 5) The FRRS makes no warranty or representation that any reproduction, distribution, performance, display, preparation of derivative works, or usage of the Material hereunder is or will be free from infringement of the rights of third parties. User agrees to defend and hold harmless the FRRS against all claims, losses, costs, and expenses arising from reproduction, distribution, performance, display, preparation of derivative works, or other usage of said Material.
- 6) As full compensation for this waiver granted by the FRRS and as a condition to the effectiveness hereof, User shall pay the FRRS a one-time non-refundable fee in the amount set forth in the Release Schedule, due upon the execution of this Release.
- 7) User may not employ the name of the FRRS in any advertising, promotional, or publicity material, nor make any formal presentation or statement which would constitute an express or implied endorsement of any product or service, including the Product, without the prior written consent of the FRRS. The use of the Material in publicity or promotional materials is limited under this Release, such that the Material may appear only in a manner that indicates that it is part of the content of the Product. Use of the Material on packaging, book jackets or covers is not permitted except by special provision or amendment to this Release.
- 8) Rights for the use of some items contained in the Kenneth J. Meeker Collection are owned by Dr. Cheryl Meeker and are not granted by this Release.

I/We hereby agree to the conditions outlined in this Release, including the Release Schedule.

By: _____ By: Feather River Rail Society

Signature: _____ Signature: _____

Title: _____ Title: _____

Date: _____ Date: _____

EXHIBIT "A"

RELEASE SCHEDULE

Document/Negative No. / Collection / Description [PLEASE ATTACH A PHOTOCOPY OF THE IMAGE]

For-profit use: Non-profit, government, scholarly, small press use:

Project type:

- | | | |
|--|--|---|
| <input type="checkbox"/> Book | <input type="checkbox"/> Magazine article | <input type="checkbox"/> Unpublished thesis or dissertation |
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Film, video, television | <input type="checkbox"/> CD ROM |
| <input type="checkbox"/> Other non-editorial use | <input type="checkbox"/> Web site | <input type="checkbox"/> Exhibition |

Publication press run: _____ Estimated publication date: _____

Name of Applicant: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Name of Publisher/Producer: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

I have read and agree to abide by the Society's policy. I understand that the copyright law of the United States (Title 17, United States Code) governs the use of making photocopies or other reproduction of copyrighted material. It is not my intention to publish or otherwise reproduce materials which are possibly subject to copyright without having first obtained written permission from (a) the copyright owner, his/her assigns, and (b) the Feather River Rail Society, as owner of the materials.

Applicant's signature: _____ Date: _____

Print Name: _____ Title: _____

Corporate Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

TO BE COMPLETED BY FEATHER RIVER RAIL SOCIETY LIBRARY STAFF

Subject to the aforementioned policies, one-time permission to reproduce the above designated item(s) is hereby granted to the applicant upon payment of fees.

One time-per image use fee: _____

Credit line should read: Courtesy of the Feather River Rail Society, Arthur Walter Keddie Railroad Library, Portola, California. Other credit lines, when necessary, will be provided by the Feather River Rail Society.

If this box is checked, please send a complimentary copy to the FRRS.

Approved By: _____ Date: _____

Date Use Fee Paid: _____ Complimentary Copy Received: _____

Vendor Invoice # _____ Date: _____ Completed: _____

Mailed: _____ Picked up: _____

Paid: Check # _____ Cash Credit Card** MasterCard VISA

Card Number _____ CCV _____ Expiration Date _____ Billing Zip Code _____

***\$10 minimum required for credit card orders

ARTHUR WALTER KEDDIE RAILROAD LIBRARY

Deaccession Form

Date _____

Collection Name: _____ Accession # _____

Inventory of Object(s) from collection to be deaccessioned, include catalog number, count, and description (Use additional pages if necessary):

Object ID.	Object Name -- Description	Accessed Condition	Inspection Condition

Reason for Deaccessioning:

- outside scope of collections* limited storage space* duplication of material*
 replacement with better examples* deterioration beyond usefulness*
 lack of physical integrity due to loss of documentation*

*Explain in detail:.

Method of Disposal:

- Transfer* Exchange* Education or Research*
 Destruction* Sale* Repatriation/Disposition*

*Explain in detail (include as appropriate: name and address of institution transferred to, collection exchanged in return, method of destruction, amount of sale, method of repatriation, other details as deemed appropriate):

Signatures: _____
Archivist

Collection Committee Chairman

Date: _____

Date: _____



FEATHER RIVER RAIL SOCIETY

P O Box 608 • Portola, CA 96122 • museum 530.832.4131 • office 530.832.1657 • fax 530.832.1854 • www.wplives.org

DEED OF GIFT TO THE FEATHER RIVER RAIL SOCIETY

Accession No. _____

To carry out my purpose, I do hereby voluntarily give, transfer, convey and assign said property, free and clear of all encumbrances, to the Feather River Rail Society, including all rights relating to said property, including without limitation, copyrights and renewals and/or extensions thereof, for all territories of the world, to have and to hold the same forever, hereby relinquishing for myself, my executors, administrators, heirs, and assigns all ownership, rights, title, interest and possession therein to the Donee absolutely. The herein described gift and transfer of said property does not entail the granting by the Donee special concessions or privileges to me or my executors, administrators, heirs, and assigns. The herein described gift and transfer of said property is made for the benefit or use in connection with the establishment, operation, or maintenance of the Feather River Rail Society.

The donor understands that the Feather River Rail Society will carefully and continually assess its collections. Items deemed surplus to the Society's collections may be exchanged with another institution, returned to the donor, or otherwise disposed of in accordance with the Society's Collections Management Policies and Procedures. The Society acknowledges receipt on this date of the physical delivery to the Society of the gift as described on the reverse side of this Deed of Gift.

I also understand that Society record keeping procedures require that my name and address be kept on file, and I hereby acknowledge that I do not consider this to be an invasion of my privacy. I understand that it is my responsibility to have an appraisal of the donated property made for tax purposes. No appraisals will be performed by the Feather River Rail Society as a facility or members of the staff as individuals.

Society Representative (Please Print) Title Signature _____

Date of Receipt of Gift & Deed _____

(Print Donor's Name) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Donor _____
(signature)

By affixing my signature above I do hereby declare that I am the lawful owner of the item(s) listed on the reverse of this document and/or have legal authority to make this donation to the Feather River Rail Society.

*If less than all copyright, trademark and related interest are given specify on reverse side of this Deed of Gift. If pages are appended to this Deed, there are _____ pages total, including this page.

DESCRIPTION OF PROPERTY

If less than all copyright, trademark and related interest are given specify here

ARTHUR WALTER KEDDIE RAILROAD LIBRARY

Document/Photo Reproduction Request

Name: _____ Affiliation: _____

Street: _____

City: _____ State: _____ ZIP: _____

UPS Address: _____

City: _____ State: _____ ZIP: _____

Delivery to residence. to business.

Phone: (_____) _____ [] Will Call _____ Mail _____

In accordance with the policies of the Feather River Rail Society, as printed on the reverse of this form, I make application for photocopies of the following materials from the Feather River Rail Society Archives collection:
DESCRIPTION OF MATERIALS TO BE COPIED:

Signed _____ Date _____

INVOICE

_____ \$2.00 Minimum Photocopy / Fax Fee **OR**

_____ x .20 = _____ / _____ x _____ + P&H (15% **OR** \$2 minimum) = **TOTAL DUE**

Check payable to **Feather River Rail Society** to the attention of _____ Date _____

Vendor Invoice # _____ Date: _____ Completed _____ Mailed _____

Picked up _____

Paid: Check # _____ Cash _____ Credit Card** Master Card VISA

Card Number _____ CCV _____ Expiration Date _____

Billing Zip Code _____

**\$10 minimum required for credit card orders

FEATHER RIVER RAIL SOCIETY PHOTOCOPY POLICY

Notice: Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Photocopies are made available solely for the reference use of the applicant. Photo duplication of such copies is not permitted. Photocopies of manuscript materials remain the property of the Feather River Rail Society and are to be returned to the Feather River Rail Society when no longer needed by the applicant.

In making copies of published materials, the Feather River Rail Society does not thereby grant permission to reproduce or quote extensively for publication. The applicant assumes full responsibility for any infringement of copyright or publication rights belonging to the author, his heirs, or assigns.

Permission to publish manuscript materials from the Feather River Rail Society collections or to reproduce their contents in any form requires written approval in advance of publication from both the owner of the copyright and the Feather River Rail Society. Credit to the Feather River Rail Society, and if applicable, to the separate collection from which the manuscript materials were selected, is required.

The Feather River Rail Society reserves the right to restrict the reproduction of rare, fragile, copyright, valuable, or proprietary items.



FEATHER RIVER RAIL SOCIETY

P O Box 608 • Portola, CA 96122 • museum 530.832.4131 • office 530.832.1657 • fax 530.832.1854 • www.wplives.org

Donation Receipt

I do hereby voluntarily give, transfer, convey and assign said property, free and clear of all encumbrances, to the Feather River Rail Society, including all rights relating to said property, including without limitation, copyrights and renewals and/or extensions thereof, for all territories of the world, to have and to hold the same forever, hereby relinquishing for myself, my executors, administrators, heirs, and assigns all ownership, rights, title, interest and possession therein to the Donee absolutely. The herein described gift and transfer of said property does not entail the granting by the Donee special concessions or privileges to me or my executors, administrators, heirs, and assigns. The herein described gift and transfer of said property is made for the benefit or use in connection with the establishment, operation, or maintenance of the Feather River Rail Society.

The donor understands that this gift will not be accessioned into the Society's permanent collections. Items deemed surplus to the Society may be exchanged with another institution, returned to the donor, or otherwise disposed of in accordance with the Society's Policies and Procedures. The Society acknowledges receipt on this date of the physical delivery to the Society of the gift as described on the reverse side of this Donation Receipt.

I also understand that Society record keeping procedures require that my name and address be kept on file, and I hereby acknowledge that I do not consider this to be an invasion of my privacy. I understand that it is my responsibility to have an appraisal of the donated property made for tax purposes. No appraisals will be performed by the Feather River Rail Society as a facility or members of the staff as individuals.

Signature _____
Society Representative (Please Print) Title

Date of Receipt of Gift & Deed _____

(Print Donor's Name) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Donor _____
(signature)

By affixing my signature above I do hereby declare that I am the lawful owner of the item(s) listed on the reverse of this document and/or have legal authority to make this donation to the Feather River Rail Society.

*If less than all copyright, trademark and related interest are given specify on reverse side of this Donation Receipt. If pages are appended to this Deed, there are _____ pages total, including this page.

DESCRIPTION OF PROPERTY

If less than all copyright, trademark and related interest are given specify here



FEATHER RIVER RAIL SOCIETY

P O Box 608 • Portola, CA 96122 • museum 530.832.4131 • office 530.832.1657 • fax 530.832.1854 • www.wplives.org

INCOMING LOAN AGREEMENT

Loan No: _____

TO: _____
(Name of Lender)

Address: _____ Telephone: (____) _____

City: _____ State: _____ Zip: _____

FROM: _____ Telephone (____) _____
(Name of Borrower)

In accordance with the conditions printed on the reverse, the objects listed below are borrowed for the following purpose(s) only:

For the period: _____ to _____
(from estimated time object(s) leave lender custody until their return receipt by lender.)

Location of object(s) while on loan:

Initiated by: _____
(Borrower representative)

No.	Object(s)	Description (include size, materials, condition, attach recent photo if possible) (Please itemize)	Insurance Value

(If additional Space is necessary, attach extra sheet.) (_____ sheets attached).

INSURANCE: (see conditions on reverse.) (Check one.)

___To be carried by Lender, premium (\$ _____) billed to Borrower. ___To be carried by Borrower.

___Insurance waived by Lender.

SHIPPING AND PACKING: The following shipping and packing arrangements will be followed unless changed in writing by the Lender after consultation with the Borrower.

Object(s) will be packed by _____, charges to Borrower: Yes ___ No ___

Object(s) will be shipped from (address): _____

to (address) _____

to arrive no later than _____ via _____

Object(s) will be picked up by: _____ when notified of delivery.

Object(s) will be returned to Lenders address (unless otherwise notified) via: _____

Object(s) will be shipped by Borrower to Lender so as to arrive no later than 30 days after end of loan period.

COSTS: The Borrower will pay costs of shipping and insurance: Yes ___ No ___

CREDIT LINE (for exhibition label/catalog): _____

SPECIAL CONDITIONS: _____

Conditions of the loan:

A. Care, Preservation & Exhibition

1. The Borrower will give to lent objects special care at all times to protect the objects from fire, smoke, flood damage, theft, mishandling, insects, vermin, dirt or other environmental hazards, and extremes of light, temperature and humidity while in the Borrower's custody. It is understood by the Lender and the Borrower that all tangible objects are subject to gradual inherent deterioration for which neither party is responsible.
2. If an object requires special installation, Borrower agrees to meet the special requirements for installation by a member of Lender's staff as a condition of the loan at the expense of the Borrower.
3. Evidence of damage or loss while in the Borrower's custody will be reported immediately to the Lender, followed by a full written report, including photographs. It is understood that objects, which in the opinion of the Borrower may be damaged by infestation, may be fumigated at the discretion of the Lender.
4. The Lender will be requested to provide written authorization for any alteration, restoration or repair. The Borrower, for its own purposes, may examine objects by all non-destructive modern scientific methods.
5. The Borrower retains the right to determine when, if, and for how long objects borrowed will be exhibited.
6. Objects must be handled only by experienced personnel and be secured from damage and theft by appropriate brackets, railings, display cases, or other responsible means.
7. Objects may not be lent to a third party without the advance approval of Lender.

B. Packing and Transportation

1. The Lender certifies that the objects lent are in such condition as to withstand ordinary strains of packing, transportation and handling as agreed upon. A written report of the condition of objects prior to shipment shall be sent by the Lender to the Borrower, otherwise, it will be assumed that objects are received in the same condition as when leaving the Lender's possession. Condition records will be made at the Borrower's location on arrival and departure. Evidence of damage at the time of receipt by Borrower shall be reported immediately to the Lender.
2. Costs of transportation and packing will be borne by the Borrower unless the loan is at the Lender's request or otherwise noted on the reverse of this form. The method of shipment must be agreed upon by both parties.
3. The Borrower certifies that the objects borrowed are adequately and securely packed for the type of return shipment agreed upon, including any special instructions for unpacking and repacking. Objects shall be returned packed in the same or similar materials as received unless otherwise authorized by the Lender. Evidence of damage at the time of receipt by Lender shall be reported immediately to the Borrower.

C. Insurance

1. Objects will be insured for the amount specified herein by the Borrower under its "all-risk" policy subject to the standard exclusions including: wear and tear, gradual deterioration, insects, vermin or inherent vice, repairing, restoration or retouching process; hostile or warlike action, insurrection, rebellion; nuclear reaction, nuclear radiation, or radioactive contamination. It is the responsibility of the Lender to notify the Borrower of current insurance valuations. If the Lender fails to indicate an amount, the Borrower will set a value for purposes of insurance for the period of the loan. Said value is not to be considered an appraisal.
2. The Lender shall be furnished with a certificate of insurance or a copy of the policy naming the Lender as an additional insured prior to shipment of the objects. The Lender must be notified in writing at least 20 days prior to any cancellation or meaningful change in the Borrower's policy.
3. If the Lender elects to maintain its own insurance coverage, then prior to shipping the Borrower shall be supplied with a certificate of insurance naming the Borrower as an additional insured or waiving rights of subrogation. If the Lender fails to provide said certificate, this failure shall constitute a waiver of insurance by the Lender (see no. 4 below). The Borrower shall not be responsible for any error or deficiency in information furnished by the Lender to the insurer or for any lapses in such coverage.
4. If insurance is waived by the Lender, this waiver shall constitute the consent of the Lender to release and hold harmless the Borrower from any liability or damages to or loss of the loaned property.
5. The amount payable by insurance secured in accordance with this loan agreement is the sole recovery available to the Lender from the Borrower in the event of loss or damage.

D. Reproduction and Credit

1. Unless otherwise notified in writing by the Lender, the Borrower may photograph or reproduce objects lent for educational, catalog and publicity purposes. It is understood that objects on exhibit may be photographed by the general public.
2. Unless otherwise instructed in writing, the Borrower will credit the Lender as specified on the face of this agreement in any publications or publicity.
3. Unless otherwise instructed in writing each object on exhibit shall be labeled and credited to the Lender as specified on the face of this agreement.

E. Change in Ownership and/or Address

1. It is the responsibility of the Borrower or his agent to notify the Lender promptly in writing if there is any change in the identity or address of the Borrower.
2. It is the responsibility of the Lender or his agent to notify the Borrower promptly in writing if there is any change in ownership of the objects (whether through *inter vivos* transfer or death) or if there is a change in the identity or address of the Lender.
3. The Borrower assumes no responsibility to watch for a Lender (or owner) change who cannot be reached at the address of record.

F. Return of Loans

1. Unless otherwise agreed in writing, this loan terminates on the date specified on the face of this agreement. If no date is specified, the loan shall be for a reasonable period of time, but in no event to exceed one year. Upon termination of the loan, the Lender is on notice that a return or renewal must be effected, or else a gift of the objects will be inferred.
2. Objects will be returned only to the Lender of record or to a location mutually agreed upon in writing by the Borrower and the Lender of record. In case of uncertainty, the Borrower reserves the right to require a Lender/claimant to establish title by proof satisfactory to the Borrower.
3. When the loan is returned, the Borrower shall send the Lender a receipt form. If this form is not signed and returned within thirty days after mailing, the Borrower will not be responsible for an damage or loss.
4. If the Borrower's efforts to return objects within a reasonable period following the termination of the loan are unsuccessful, then the objects will be maintained at the Lender's risk and expense for a maximum of three (3) years. If after three (3) years the objects have not been claimed, then and in consideration for maintenance and safeguarding the Lender/Owner shall be deemed to have made the objects an unrestricted gift to the Borrower.

G. Refund/Extension/Cancellation

1. Objects lent must be returned to the Lender in satisfactory condition by the stated termination date. An extension of the loan period must be approved in writing by the Lender or his designate and covered by a parallel extension of the insurance coverage. The Lender reserves the right to recall an object from loan on short notice, if necessary. Furthermore, the Lender reserves the right to cancel this loan for good cause at any time, and will make every effort to give reasonable notice thereof.
2. The Borrower retains the right to withdraw from the loan provided notice of intention to withdraw is given in writing fifteen (15) days before withdrawal. Loaned objects will be returned to Lender within 30 days of withdrawal.
3. The loaned items shall remain the property of the Lender and shall be subject to withdrawal by Lender prior to the stated termination date, provided notice of intention to withdraw is given in writing fifteen (15) days before withdrawal. If said items are on exhibit, the Lender may be subject to certain reinstallation fees to the Borrower for the redesign of that exhibit. All such fees are at the discretion of the Borrowers Board of Directors.

H. Interpretation

In the event of any conflict between this agreement and any forms of the Lender, the terms of this agreement shall be controlling. This agreement shall be construed in accordance with the laws of California.

I have read and agree to the above conditions and certify that I have full authority to enter into this agreement.

APPROVED FOR LENDER:

APPROVED FOR BORROWER:

Signed: _____
(Lender or Authorized Agent)

Signed: _____
(Borrower Representative)

Title: _____

Title: _____

Date: _____

Date: _____

(Please sign and return original.)

RECEIPT FORM

Shipping Return Receipt

SHIPPED: The undersigned hereby certifies that the items set forth in this contract have been shipped in the same condition in which they were received by Borrower to Lender, normal wear and tear excepted.

Shipped (date): _____ Shipped by: _____
(Borrower Representative)

Return Receipt

RETURNED: The undersigned hereby certifies that the items set forth in this contract have been returned to Lender in the same condition in which they were received by Borrower, normal wear and tear excepted.

Received (date): _____ Received by: _____
(Lender Representative)

ARTHUR WALTER KEDDIE RAILROAD LIBRARY

Interdepartmental Loan Book Page

Interdepartmental Loan No.	Loan Date	Accession No. or Coll. Name	Master Location	Loaned To	Basic Desc.	No. of Items	Date Due	Date Returned

ARTHUR WALTER KEDDIE RAILROAD LIBRARY

Interdepartmental Loan Form

Interdepartmental Loan Number: _____

Accession # or Collection Name: _____

Master Location: _____ Archive Custodian: _____

Purpose of Loan: _____

Loaned to: _____

Address: _____

Phone: (____) _____ E-Mail: _____

Date Loaned: _____ Date Due Back: _____

Returned to: _____ Date Returned: _____

Object ID	Object Name	Description	Location	Condition

Total Number of Objects: _____

Restrictions on Use: _____

ARTHUR WALTER KEDDIE RAILROAD LIBRARY

Item Condition Report

Accession # _____ Date Accessioned: _____ Acknowledged By Registrar: Yes No

Accessioned By: _____

Loan # _____ Donation # _____ Date Received: _____

Source: _____ Received By: _____

Donor's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Received As: _____ Purchase Price or Value \$ _____

Object ID:	Object Name - Description	Accessed Condition	Inspection Condition	Recommendation

Total Objects: _____

Items Inspected By: _____ Date: _____

Reviewed by Collections Committee: Yes No Date: _____

Recommendation: Approve Disapprove

Archivist

Date



FEATHER RIVER RAIL SOCIETY

P O Box 608 • Portola, CA 96122 • museum 530.832.4131 • office 530.832.1657 • fax 530.832.1854 • www.wplives.org



FEATHER RIVER RAIL SOCIETY

P O Box 608 • Portola, CA 96122 • museum 530.832.4131 • office 530.832.1657 • fax 530.832.1854 • www.wplives.org

Arthur Walter Keddie Railroad Library Mission Statement

The mission of the Arthur Walter Keddie Railroad Library is to identify, acquire, and preserve documents, photographs, memorabilia and other artifacts in accordance with the Feather River Rail Society Mission Statement.

In carrying out this mission the Arthur Walter Keddie Railroad Library will endeavor to:

- Arrange and describe these materials according to generally accepted archival principles and make them accessible to the public, unless access is restricted by legal agreement with the donor.
- Provide adequate and appropriate conditions for the storage, protection, and preservation of these materials.
- Provide reference service to individuals, organizations, municipal government and other groups interested in the holdings of the library when possible.
- Provide for the dissemination of said information through an educational and outreach program, FRRS publications, library services, historical seminars, conventions, guest lectures and social functions.



FEATHER RIVER RAIL SOCIETY

P O Box 608 • Portola, CA 96122 • museum 530.832.4131 • office 530.832.1657 • fax 530.832.1854 • www.wplives.org

OUTGOING LOAN AGREEMENT

Loan No: _____

TO: _____
(Name of Borrower)

Address: _____ Telephone: (____) _____

City: _____ State: _____ Zip: _____

FROM: _____ Telephone (____) _____
(Name of Lender)

In accordance with the conditions printed on the reverse, the objects listed below are loaned for the following purpose(s) only:

For the period: _____ to _____
(from estimated time object(s) leave lender custody until their return receipt by lender.)

Location of object(s) while on loan:

Initiated by: _____
(Lender representative)

No.	Object(s)	Description (include size, materials, condition, attach recent photo if possible) (Please itemize)	Insurance Value

(If additional Space is necessary, attach extra sheet.) (_____ sheets attached).

INSURANCE: (see conditions on reverse.) (Check one.)

To be carried by Lender, premium (\$ _____) billed to Borrower. To be carried by Borrower.

Insurance waived by Lender.

SHIPPING AND PACKING: The following shipping and packing arrangements will be followed unless changed in writing by the Lender after consultation with the Borrower.

Object(s) will be packed by _____, charges to Borrower: Yes No

Object(s) will be shipped from (address): _____

to (address) _____

to arrive no later than _____ via _____

Object(s) will be picked up by: _____ when notified of delivery.

Object(s) will be returned to Lenders address (unless otherwise notified) via: _____

Object(s) will be shipped by Borrower to Lender so as to arrive no later than 30 days after end of loan period.

COSTS: The Borrower will pay costs of shipping and insurance: Yes No

CREDIT LINE (for exhibition label/catalog): _____

SPECIAL CONDITIONS: _____

Conditions of the loan:

A. Care, Preservation & Exhibition

- 1. The Borrower will give to lent objects special care at all times to protect the objects from fire, smoke, flood damage, theft, mishandling, insects, vermin, dirt or other environmental hazards, and extremes of light, temperature and humidity while in the Borrower's custody. It is understood by the Lender and the Borrower that all tangible objects are subject to gradual inherent deterioration for which neither party is responsible.
2. If an object requires special installation, Borrower agrees to meet the special requirements for installation by a member of Lender's staff as a condition of the loan at the expense of the Borrower.
3. Evidence of damage or loss while in the Borrower's custody will be reported immediately to the Lender, followed by a full written report, including photographs. It is understood that objects, which in the opinion of the Borrower may be damaged by infestation, may be fumigated at the discretion of the Lender.
4. The Lender will be requested to provide written authorization for any alteration, restoration or repair. The Borrower, for its own purposes, may examine objects by all non-destructive modern scientific methods.
5. The Borrower retains the right to determine when, if, and for how long objects borrowed will be exhibited.
6. Objects must be handled only by experienced personnel and be secured from damage and theft by appropriate brackets, railings, display cases, or other responsible means.
7. Objects may not be lent to a third party without the advance approval of Lender.

B. Packing and Transportation

- 1. The Lender certifies that the objects lent are in such condition as to withstand ordinary strains of packing, transportation and handling as agreed upon. A written report of the condition of objects prior to shipment shall be sent by the Lender to the Borrower, otherwise, it will be assumed that objects are received in the same condition as when leaving the Lender's possession. Condition records will be made at the Borrower's location on arrival and departure. Evidence of damage at the time of receipt by Borrower shall be reported immediately to the Lender.
2. Costs of transportation and packing will be borne by the Borrower unless the loan is at the Lender's request or otherwise noted on the reverse of this form. The method of shipment must be agreed upon by both parties.
3. The Borrower certifies that the objects borrowed are adequately and securely packed for the type of return shipment agreed upon, including any special instructions for unpacking and repacking. Objects shall be returned packed in the same or similar materials as received unless otherwise authorized by the Lender. Evidence of damage at the time of receipt by Lender shall be reported immediately to the Borrower.

C. Insurance

- 1. Objects will be insured for the amount specified herein by the Borrower under its "all-risk" policy subject to the standard exclusions including: wear and tear, gradual deterioration, insects, vermin or inherent vice, repairing, restoration or retouching process; hostile or warlike action, insurrection, rebellion; nuclear reaction, nuclear radiation, or radioactive contamination. It is the responsibility of the Lender to notify the Borrower of current insurance valuations. If the Lender fails to indicate an amount, the Borrower will set a value for purposes of insurance for the period of the loan. Said value is not to be considered an appraisal.
2. The Lender shall be furnished with a certificate of insurance or a copy of the policy naming the Lender as an additional insured prior to shipment of the objects. The Lender must be notified in writing at least 20 days prior to any cancellation or meaningful change in the Borrower's policy.
3. If the Lender elects to maintain its own insurance coverage, then prior to shipping the Borrower shall be supplied with a certificate of insurance naming the Borrower as an additional insured or waiving rights of subrogation. If the Lender fails to provide said certificate, this failure shall constitute a waiver of insurance by the Lender (see no. 4 below). The Borrower shall not be responsible for any error or deficiency in information furnished by the Lender to the insurer or for any lapses in such coverage.
4. If insurance is waived by the Lender, this waiver shall constitute the consent of the Lender to release and hold harmless the Borrower from any liability or damages to or loss of the loaned property.
5. The amount payable by insurance secured in accordance with this loan agreement is the sole recovery available to the Lender from the Borrower in the event of loss or damage.

D. Reproduction and Credit

- 1. Unless otherwise notified in writing by the Lender, the Borrower may photograph or reproduce objects lent for educational, catalog and publicity purposes. It is understood that objects on exhibit may be photographed by the general public.
2. Unless otherwise instructed in writing, the Borrower will credit the Lender as specified on the face of this agreement in any publications or publicity.
3. Unless otherwise instructed in writing each object on exhibit shall be labeled and credited to the Lender as specified on the face of this agreement.

E. Change in Ownership and/or Address

- 1. It is the responsibility of the Lender or his agent to notify the Borrower promptly in writing if there is any change in ownership of the objects (whether through *inter vivos* transfer or death) or if there is a change in the identity or address of the Lender.
2. It is the responsibility of the Borrower or his agent to notify the Lender promptly in writing if there is any change in the identity or address of the Borrower.
3. The Borrower assumes no responsibility to watch for a Lender (or owner) change who cannot be reached at the address of record.

F. Return of Loans

- 1. Unless otherwise agreed in writing, this loan terminates on the date specified on the face of this agreement. If no date is specified, the loan shall be for a reasonable period of time, but in no event to exceed one year. Upon termination of the loan, the Lender is on notice that a return or renewal must be effected, or else a gift of the objects will be inferred.
2. Objects will be returned only to the Lender of record or to a location mutually agreed upon in writing by the Borrower and the Lender of record. In case of uncertainty, the Borrower reserves the right to require a Lender/claimant to establish title by proof satisfactory to the Borrower.
3. When the loan is returned, the Borrower shall send the Lender a receipt form. If this form is not signed and returned within thirty days after mailing, the Borrower will not be responsible for an damage or loss.
4. If the Borrower's efforts to return objects within a reasonable period following the termination of the loan are unsuccessful, then the objects will be maintained at the Lender's risk and expense for a maximum of three (3) years. If after three (3) years the objects have not been claimed, then and in consideration for maintenance and safeguarding the Lender/Owner shall be deemed to have made the objects an unrestricted gift to the Borrower.

G. Refund/Extension/Cancellation

- 1. Objects lent must be returned to the Lender in satisfactory condition by the stated termination date. An extension of the loan period must be approved in writing by the Lender or his designate and covered by a parallel extension of the insurance coverage. The Lender reserves the right to recall an object from loan on short notice, if necessary. Furthermore, the Lender reserves the right to cancel this loan for good cause at any time, and will make every effort to give reasonable notice thereof.
2. The Borrower retains the right to withdraw from the loan provided notice of intention to withdraw is given in writing fifteen (15) days before withdrawal. Loaned objects will be returned to Lender within 30 days of withdrawal.
3. The loaned items shall remain the property of the Lender and shall be subject to withdrawal by Lender prior to the stated termination date, provided notice of intention to withdraw is given in writing fifteen (15) days before withdrawal. If said items are on exhibit, the Lender may be subject to certain reinstallation fees to the Borrower for the redesign of that exhibit. All such fees are at the discretion of the Borrowers Board of Directors.

H. Interpretation

In the event of any conflict between this agreement and any forms of the Lender, the terms of this agreement shall be controlling. This agreement shall be construed in accordance with the laws of California.

I have read and agree to the above conditions and certify that I have full authority to enter into this agreement.

APPROVED FOR LENDER:

APPROVED FOR BORROWER:

Signed: _____
(Lender or Authorized Agent)

Signed: _____
(Borrower Representative)

Title: _____

Title: _____

Date: _____

Date: _____

(Please sign and return original.)

RECEIPT FORM

Shipping Return Receipt

SHIPPED: The undersigned hereby certifies that the items set forth in this contract have been shipped in the same condition in which they were received by Borrower to Lender, normal wear and tear excepted.

Shipped (date): _____ Shipped by: _____
(Borrower Representative)

Return Receipt

RETURNED: The undersigned hereby certifies that the items set forth in this contract have been returned to Lender in the same condition in which they were received by Borrower, normal wear and tear excepted.

Received (date): _____ Received by: _____
(Lender Representative)



FEATHER RIVER RAIL SOCIETY

P O Box 608 • Portola, CA 96122 • museum 530.832.4131 • office 530.832.1657 • fax 530.832.1854 • www.wplives.org

PROFFER OF GIFT AGREEMENT UNCONDITIONAL DONATION TO THE FEATHER RIVER RAIL SOCIETY

I, _____ (hereafter Donor),
(Donor Name)

Address _____
(Donor Street Address)

City of _____, State of _____, ZIP _____,
(City) (State) (ZIP Code)

own the items described below and have full legal authority to dispose of them. I desire to give unconditionally the described property to the Feather River Rail Society.

I understand that the _____ as a facility or member of the Feather River Rail Society
(Office Title)
will accept the unconditional gift on behalf of the Feather River Rail Society.

To carry out my purpose, I do hereby voluntarily give, transfer, convey and assign said property, free and clear of all encumbrances, to the Feather River Rail Society, including all rights relating to said property, including without limitation, copyrights and renewals and/or extensions thereof, for all territories of the world, to have and to hold the same forever, hereby relinquishing for myself, my executors, administrators, heirs, and assigns all ownership, rights, title, interest and possession therein to the Donee absolutely. The herein described gift and transfer of said property does not entail the granting by the Donee special concessions or privileges to me or my executors, administrators, heirs, and assigns. The herein described gift and transfer of said property is made for the benefit or use in connection with the establishment, operation, or maintenance of the Feather River Rail Society.

I also understand that Society record-keeping procedures require that my name and address be kept on file, and I hereby acknowledge that I do not consider this to be an invasion of my privacy. I understand that it is my responsibility to have an appraisal of the donated property made for tax purposes. No appraisals will be performed by the Feather River Rail Society as a facility or members of the staff as individuals.

(Donor Signature)

(Date)

(Society Representative)

(Date)

By affixing my signature above I do hereby declare that I am the lawful owner of the item(s) listed on the reverse of this document and/or have legal authority to make this donation to the Feather River Rail Society.

*If less than all copyright, trademark and related interest will be given specify on reverse side of this Proffer of Gift Agreement. If pages are appended to this Receipt, there are _____ pages total, including this page.

DESCRIPTION OF PROPERTY

If less than all copyright, trademark and related interest are given specify here



FEATHER RIVER RAIL SOCIETY

P O Box 608 • Portola, CA 96122 • museum 530.832.4131 • office 530.832.1657 • fax 530.832.1854 • www.wplives.org

DOCUMENT-PHOTO REPRODUCTION FEE SCHEDULE

The following fees are charged for use of materials from the Feather River Rail Society Collection. Payment is per image, for one-time use, and is payable to the "Feather River Rail Society." Fees are payable at the time of publication. Further duplication in any form is explicitly prohibited without the Feather River Rail Society's advance written permission. Use fees are the primary means by which the Feather River Rail Society funds the opportunity for the purchase of additions to the permanent collection.

A complimentary copy of the completed work in which our image(s) appear may be requested for deposit in the Feather River Rail Society collection.

The Feather River Rail Society reserves the right to refuse permission to publish materials if, in its judgment, publication would involve violation of copyright law, would cause irreparable damage to valuable and fragile originals, or for any other reason.

Note: Members of the Feather River Rail Society are eligible for reduced fees.

Fees assessed for publication:

Still photos and images

All media flat fee	\$ 300.00/image
Print and electronic, interior use	\$ 95.00/image
Print and electronic, cover use	\$ 250.00/image
Internet:	
Personal website	\$ 10.00/image
Institutional website, educational use	\$ 20.00/image
Institutional website, promotional use	\$ 40.00/image
Broadcast, public and cable TV	\$ 50.00/image
DVD, CD-ROM, or home video	\$ 60.00/image
Display, museum/public space	\$ 50.00/image
Theatrical	\$ 50.00/image
Commercial packaging, advertising	\$ 200.00/image and up
Reuse	50% of fee
Film and video	\$ 500.00/title and up

Duplication fees:

Photocopy (\$10.00 min.)	\$.45/page
Scans:	
Document (PDF) (\$10.00 min.)	\$.65/page
Image scanning setup fee	\$ 10.00
Image (TIF/JPEG)	\$ 10.00/each
Prints:	
Photo, 8 x 10 b&w print (glossy or matte)	\$ 10.00/each
Photo, 8 x 10 color print (glossy or matte)	\$ 18.00/each
(Request for larger print size subject to archivist's approval and additional fees)	

Miscellaneous fees:

Still photo for personal display only (not intended for publication)	\$ 15.00/each
Handling	\$ 10.00
Special handling (rush orders/rare materials)	min \$ 35.00
Sales tax, California residents	as applicable
Postage	as applicable

All fees are non-refundable and are subject to change without prior notification.

Temporary Custody Agreement Conditions:

1. The objects are accepted by the Society for the benefit of the depositor and the Society assumes no responsibility except the avoidance of gross negligence. The depositor hereby agrees to release and hold harmless the Society, its employees, officer, and agents from any liability in connection with the objects while on deposit or in transit except for clear gross negligence.
2. Insurance of the objects is the responsibility of the depositor.
3. Attributions, dates, and other information shown on the face are not to be considered appraisals or official opinions by the Society. The fact that objects have been in the Society's custody shall not be misused to indicate Society endorsement.
4. Objects may be photographed and examined by non-destructive modern scientific methods by the Society for its own purposes, but will not be restored, treated or otherwise altered without written permission of the depositor.
5. In forwarding imported objects for deposit, the depositor is required to comply with all Local, State, Federal regulations.
6. If there is a change in the identity and/or address of the depositor or the owner, the Society must be notified promptly in writing. Objects must be claimed on or before the removal date noted on the face of the Temporary Custody Agreement. If one other than the original depositor claims objects, the Society reserves the right to request proof of legal authority to receive the material before objects will be released.
7. If objects are to be returned to the depositor by mail or other carrier, the depositor will be sent an Outgoing Temporary Custody Agreement Return Receipt at the time of shipment. Failure to sign and return said Receipt within 30 days of shipment of said objects shall release the Society from any further liability for the deposited property.
8. If the depositor of record fails to collect the objects or if delivery cannot be effected after the removal date, the Society will mail a warning to the depositor at its last known address of record to remove. The Society assumes no responsibility to search for a depositor (or listed owner) not located at the address of record. If after (3) years from the removal date noted on the face of this Temporary Custody Agreement objects have not been claimed, then, and inconsideration for their maintenance and safekeeping during such period, the objects shall be considered unrestricted gifts to the Society.
9. In the event that objects are being offered for sale or donation to the Society, the depositor, in the absence of written notice to the Society to the contrary, warrants that he/she upon request is prepared to pass full and clear title to the objects, including any copyright interests.
10. This agreement shall be construed in accordance with the laws of California.

I understand that Society record keeping procedures require that my name and address be kept on file, and I hereby acknowledge that I do not consider this to be an invasion of my privacy. No appraisals will be performed by the Feather River Rail Society as a facility or members of the staff as individuals.

I have read and agree to the above Temporary Custody Agreement Conditions, and I certify that I have full authority to agree thereto.

Signed: _____ Date: _____
(Depositor*)

* If Depositor is not the owner, complete the following:

Name: _____
(Name of Owner)

Address: _____ Telephone: (_____) _____

City: _____ State: _____ Zip: _____

Temporary Custody Agreement Return Receipt

Shipping Return Receipt

SHIPPED: The undersigned hereby certifies that the items set forth in this contract have been shipped in the same condition in which they were received by Society to Depositor, normal wear and tear excepted.

Shipped (date): _____ Shipped by: _____
(Society Representative)

Return Receipt

RETURNED: The undersigned hereby certifies that the items set forth in this contract have been returned to Depositor in the same condition in which they were received by Society, normal wear and tear excepted.

Received (date): _____ Received by: _____
(Depositor)