

**FEATHER RIVER RAIL SOCIETY
AGENDA REPORT**

DATE: 3/27/2021
TO: Board of Directors
FROM: Kerry Cochran
MEETING: 4/10/2021
ITEM: New Business-AWKRRL
SUBJECT: Arthur Walter Keddie Railroad Library Policies

Four new AWKRRL policies:

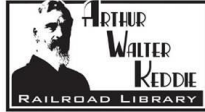
Archives Collection Committee (AWKRRL-00024)
Archives Volunteer Policy (AWKRRL-00023)
AWKRRL Archive Visitor Policy (AWKRRL-00025)
AWKRRL Visitor Log (AWKRRL-00025)

These are new policies for the Arthur Walter Keddie Railroad library to help in the management of the archives within the AWKRRL.

ACTION: Review this meeting, and approve



ARTHUR WALTER KEDDIE RAILROAD LIBRARY POLICY



Archive Volunteer Policy

Effective Date: 3/17/2021
Next Review Date: 3/17/2026
Replaces: New

AWKRRL-00023

Volunteers who wish to work in the and with the AWKRRL Archives, must meet certain conditions before being considered for working with the archives.

- Must be a member of the FRRS in good standing for a minimum of two (2) full years before being considered.
- FRRS members who do not meet the membership requirement above, must be approved by a minimum of three (3) of the following persons: an Active FRRS Director(s), FRRS Officers, Collection Committee member and the Archive Manager before being considered.
- Background check will be required as described in FRRS policy “*Volunteer Background Screening*”
- Must be interviewed by the Archive Manager and one other director/FRRS Officer prior to being considered.
- Must complete the AWKRRL Collection Management Policy training.
- Must read and understand the AWKRRL policies and procedures.
- Must read and understand the AWKRRL Collection Access policies and procedures.
- Must read and sign a FRRS Non-Disclosure Document.
- Must understand the FRRS/WPRM restricted records policy.
- Must read and understand the AWKRRL research room procedures.
- Must understand the security measures for the AWKRRL Library and Archives.
- Must understand the fire system suppression system (Operation and Evacuation).
- Must go through AWKRRL Library and Archive Orientation with Archive Manager and/or supervisor.
- All briefcases, purses, backpacks and other containers shall be stored outside the research and archive storage rooms.
- All Archive volunteers shall be aware and knowledgeable about the temperature controls.
- All Archive volunteers shall keep all exterior doors closed at all times while working in the facility.
- All Archive volunteers are to keep logs of all activities within all of the archive’s rooms.
- All Archive volunteers are to keep daily personal work logs and have them filed each day with the Archive Manager.
- All Archive volunteers with less than two years’ experience with the AWKRRL archives will not be allowed to work in the archive car(s) without another senior archive volunteer present at the same time.
- All Archive volunteers will not allow any other members or persons into the archives without express permission (written access forms) of the archive manager, supervisor and/or senior archive volunteer.

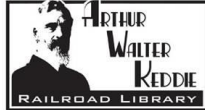
Archive Research Rooms and Storage

The following will apply to Archive/AWKRRRL volunteers except the Archive Manager and supervisors:

- No smart phones/cell phones will be allowed into the research and archive storage rooms.
- No cameras will be allowed into the research room without written approval of the Archive Manager or supervisor.
- No removable media (portable hard drives, memory sticks, USB devices, floppy disks) are allowed in the research room.
- No smoking is allowed inside any museum building, including the research room.
- No food or drinks (other than filtered drinking water) are allowed in the research room and any archive storage rooms.

CHANGE LOG:

Date:	Action:	By:	Approved:
10/17/2020	Created R-1	Kerry Cochran	
11/12/2020	Draft Changes R-2	Kerry Cochran	
03/16/2021	R-3 Final revisions	Kerry Cochran	
03/17/2021	R-4	Kerry Cochran Frank Brehm	



ARTHUR WALTER KEDDIE RAILROAD LIBRARY ARCHIVES COLLECTION COMMITTEE

<i>Effective Date:</i>	5/1/2021	<i>Legal Review Date:</i>	
<i>Next Review Date:</i>	5/1/2026		
<i>Replaces:</i>	New		AWKRRL-00024

The Archives Collection Committee consists of:

Three (3) members of the Feather River Rail Society at an Active or above membership level.

Members of the Archives Collection Committee shall have been members of the FRRS for at least five (5) years of active membership and be a current member in good standing.

The Archive Department Manager shall be one of the committee members and is the committee head.

The FRRS President, with the input from the FRRS Board of Directors and the current Archive Department Manager, will select the members for consideration to become a member of the Archives Collection Committee.

The FRRS President, with the consent of the FRRS Board of Directors and the current Archive Department Manager, will appoint the two additional members of the archives collection committee.

Purpose of the Archives Collection Committee

The main purpose of the Archives Collection Committee is to review acquisition and deaccession proposals. At any Archives Collection Committee meeting, the committee will also review objects available for incoming or outgoing loans. During the meeting the committee will discuss and addresses any collection related issues. A majority of committee members must be present in order to conduct a meeting. (Two of the three members, preferable the Archive Department Manager should be in attendance.)

Committee meetings may be held in person or by electronics means. Archives Collection Committee meetings need not be held at the WPRM, however in normal practice this is the preferred meeting place.

Archives Collection Committee meetings can be held as needed and is not required should the President, or the archives collection committee, delegate the process to the Archive Department Manager.

The Archive Department Manager may select an Archive Supervisor to help in the everyday operation of the Arthur Walter Keddie Railroad Library (AWKRRL) as needed. The Archive Supervisor must have been an archive volunteer for at least two years prior to selection.

The Archive Department Manager may select Archive Department Members to help in the everyday operation of the AWKRRL as needed, meeting the Archive Volunteer Policy.

The collection committee will meet on an as-needed basis to discuss day-to-day collection management issues and make recommendations to the Archive Department Manager and/or the FRRS Board of Directors as necessary.

The Archives Collection Committee is responsible for the creation, review and implantation of Arthur Walter Keddie Railroad Library and Archive policy and procedures. (This may be delegated to the Archive Department Manager.)

The Archive Department Manager is appointed by the FRRS President as described in the Archive Department Manager position description.

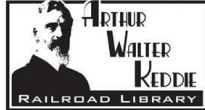
The Archives Collection Committee shall act in a supervisory role for the acquisition, deaccession, care and conservation of materials and objects in the collection, and in formulating the Arthur Walter Keddie Railroad Library policies and procedures relating to collection management. This function may be delegated to the Archive Department Manager.

The Committee will approve or disapprove all items considered for deaccession and send the recommendations to the FRRS Board of Directors for final determination.

Role of the FRRS Board of Directors in the Archives Collection Committee: The Board of Directors of the FRRS has the fiduciary responsibility for the protection of the assets of the Feather River Rail Society and the Western Pacific Railroad Museum, including the archive collections. The FRRS Board also has a duty to ensure that the collections are carefully preserved and properly and effectively used for historical and educational purposes.

CHANGE LOG:

Date:	Action:	By:	Approved:
03/22/2021	New/Draft	Kerry Cochran	



ARTHUR WALTER KEDDIE RAILROAD LIBRARY POLICY

Archive Visitor Policy

Effective Date: 4/1/2021
Next Review Date: 4/1/2026
Replaces: New

AWKRRL-00025

This visitor log policy is a policy instituted by the Feather River Rail Society and Western Pacific Railroad Museum to ensure the safety of their organization, volunteers, employees and their visitors by giving guidelines on how to handle the visitors and volunteers to the Arthur Walter Keddie Railroad Library. It defines the necessary procedures regarding allowing visitors and volunteers to come in and out of the AWKRRL and the archives.

Any person, employee, member or member of the public, who visits or works within the Arthur Walter Keddie Railroad Library and/or any archive facilities, will need to follow this policy.

Any person, employee, member or member of the public, who visits or works within the Arthur Walter Keddie Railroad Library, will be required to use the visitor log to sign in and sign out.

To ensure that the environment is kept safe, everyone who accesses the Arthur Walter Keddie Railroad Library and the archive storage areas, must be aware of how they can contribute towards ensuring that these spaces or offices are a safe place to be. The principle objective is to ensure that unwanted people who would seek to cause harm to individuals or steal or damage property are stopped from entering the building and the archives.

Normal Working Hours

- There are no normal working hours for the AWKRRL.
- All visits must be made by prior arrangements with the archive staff or archive manager.

Access to the AWKRRL Library and Archives.

- The principle access to the AWKRRL for visitors should be through the main entrance doors into the Western Pacific Railroad Museum.
- No visitors shall be allowed to access any of the AWKRRL locations from the rear service access or emergency accesses doors.
- All visitors who are to go beyond the public areas of the museum must be booked in at the AWKRRL logging area. (This is also required for health and safety reasons.)
- Members of the public visiting the Western Pacific Railroad Museum Buildings must only be given access to the public areas unless accompanied by a member of the authorized museum staff.

- No one should allow anyone with access through any security locked doors or lifts without first checking their identity or purpose and signing the visitor's log.

Outside Normal Museum hours, but where a Committee or other meeting is scheduled

- The principle access to the AWKRRL and Archives for visitors should be through the main entrance doors into the museum.
- Access to the public and visitors will be open to what are recognized publicly assessable meeting rooms including the Board of Directors meeting room when a meeting is scheduled to take place. Otherwise the Board of Directors meeting room is not a public area.
- AWKRRL meeting rooms are only open to the public when a scheduled public meeting is being held. All other times, the public must be accompanied by a staff member after being identified and signing in the visitor log.
- All security doors should be kept secure so that access is only via key locks. No doors leading to the private areas of the AWKRRL facilities should be left unbolted, unlocked or propped open. This also applies to emergency exit doors

When the Western Pacific Railroad Museum is closed.

Procedure for Accessing the AWKRRL by members and staff when closed.

Procedure for Key Holders (Authorized Members)

1. Get approval from the archive manager.
2. You must have had training in activating and deactivating the alarm. (This will be provided by the authorized staff members.)
3. You must complete the visitor log, by the Alarm panel. (Sign in and out)

Procedure for Non-Key Holders

1. Follow access procedures for Access to Collection Materials.
2. Be escorted by an authorized key holder or archive staff member
3. Sign the visitors log (Sign in and out)

Security of equipment and possessions

- No equipment, such as laptops and projectors, should be left unattended in meeting or committee rooms. Those who book such equipment are responsible for its security and safe return.
- Personal possessions are the responsibility of the individual and if a staff member, volunteer or visitor brings an item of value into the office, they must ensure that it is appropriately stored in a safe place. The FRRS/WPRM is not responsible for personal possessions that go missing unless there is proof of forcible entry.
- Any thefts or losses must be reported immediately to the FRRS President, Archive Manager and to the Police if appropriate.
- Visitors must not be allowed to let anyone else into the building without the prior permission of staff.

- On leaving the office, all filing cabinets that hold sensitive information/material must be locked and keys stored in a secure location. All internal doors should be locked, windows checked and upon departure of main building, alarm must be set. Failure to do so could result in revoking the members or volunteers access.

Archive Research Rooms and Storage

The following will apply to Archive/AWKRRRL volunteers except the Archive Manager and Archive Supervisors:

- No smart phones/cell phones will be allowed into the research and archive storage rooms.
- No cameras will be allowed into the research room without written approval of the Archive Manager or supervisor.
- No removable media (portable hard drives, memory sticks, USB devices, floppy disks) are allowed in the research room.
- No smoking is allowed inside any museum building, including the research room.
- No food or drinks (other than bottled drinking water) are allowed in the research room and any archive storage rooms.

Additional Information

It is advisable for personal possessions to be kept in a locked filing cabinet and/or stored in your personal vehicle. The FRRS/WPRM is not responsible for any personal possessions.

CHANGE LOG:

Date:	Action:	By:	Approved:
03/282021	Created R-2	Kerry Cochran	



AWKRRL VISITOR LOG

DATE	VISTOR NAME (Please Print)	VISTOR SIGNUTRE	REASON FOR VISIT	TIME IN	TIME OUT	TYPE of ID (State ID or Drivers Lic)	ID VERIFIED BY



AWKRRL VISITOR LOG

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