



# ARTHUR WALTER KEDDIE RAILROAD LIBRARY POLICY

## Collection Access Policy

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<i>Effective Date:</i>	3/20/2021	<i>Legal Review Date:</i>	
<i>Next Review Date:</i>	1/11/2026		
<i>Replaces:</i>	8/11/2012		AWKRRL-00017

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### I. POLICY STATEMENT

The Feather River Rail Society is a volunteer based organization. Collections material are not all located in one specific location on campus. This being the case, there is limited access to the collections without prior notification and scheduling of an appointment with a minimum of 4 weeks in advance. The Feather River Rail Society only has one research room.

Cataloging of material in the collections is an ongoing project. Non-catalogued material is generally not available to the public. In some cases it may be available if the library staff knows the location of the material.

Members of the Feather River Rail Society have access to the collections with prior notification and scheduling with the Archivist or Archive Manager. (This must be done with a minimum of the 4 week advance notification.) 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 or removed from the research room.

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 required.

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 or Archive Manager.
- 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 or Archive Manager is required. Access Criteria is outlined in section V.

### **IV. DISABLED ACCESS**

Some 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. The main Archive Research Room is accessible.

### **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 Research 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 an *Application for Access to Collection Materials* form.
- Researchers must present photo identification.
- 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 or Archive Manager a minimum of 4 weeks in advance. There are no scheduled hours at this time. There is a limited number of volunteer staff members available to staff the archives research facility.

### **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.

Fees may be required for reproduction services.

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 (Visitors Log) on every visit.
  - d. Users must wash hands prior to handling any archive materials.
  - e. In some cases cotton inspection gloves must be used in handling archive materials.
  - f. Users must use either a lead pencil or a laptop computer when taking notes. (Laptop use must be approved and no use of removal media is allowed.)
  - g. No removal media shall be used (portable hard drives, memory sticks or other removal media devices) on any FRRS/WPRM computers in the research room.
  - h. Data transfer between a personal computer (laptop, or other computer type device) and an FRRS/WPRM computer, is prohibited.
  - i. Mobile telephones (smart phones, cell phones and any type of camera) are not allowed in the research room or any archive storage rooms.
  - j. No food, drink or other substances which may harm archives are permitted in the archive rooms. Pens, Tipp-Ex (correction fluid), adhesives, newspapers and sharp instruments may not be brought into the research room. The research room supervisor may not permit the presence in the research room of other materials or objects which pose a threat to the safe preservation of archives.
  - k. Users are requested not to attempt to rearrange archives in any way.
  - l. 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.
  - m. Users are requested to not lean on archives or use them as a support for writing.
  - n. Archives may not be removed from the research or storage area.
  - o. Researchers must draw the attention of the archive staff to damaged or missing documents.
  - p. Users may take notes but are not permitted to make a copy in any manner without acquiring the permission of the archive staff.
  - q. 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.
  - r. Users must comply with all other reasonable requests of the archive staff.

## **IX. RESEARCH ROOM REGULATIONS**

1. Visitors to the Feather River Rail Society Archives are expected to comply with all Research Room regulations and FRRS Archive Policies to conduct themselves in an appropriate manner. We request that the following rules be observed by all researchers.
  - a. All researchers must sign and date the Archives register daily.
  - b. No food, beverages, chewing gum or smoking are permitted in the Research Room.
  - c. Researchers are required to keep all briefcases, backpacks and handbags in a secure place in order to protect both researchers and the collections, only a very limited amount of paper, if any, may be taken by researchers into their work spaces. Permission to introduce personal material to the work space is at the discretion of the archivist on duty.
  - d. The FRRS will not be responsible for any personal materials or possessions of the researcher.
  - e. Pens are not permitted. Paper and pencils will be supplied if necessary.
  - f. No more than two manuscript boxes or the equivalent will be provided at one time depending on their size and the amount in a box. Rearranging, folding or other disruption of the contents of folders is not permitted.
  - g. No public computer terminals are available in the Archives. Laptop computers are permitted with prior approval on the day of the visit. Wireless internet is available without prior registration. (See Information for Visitors.)
  - h. All notebooks and papers retained at the Research Room table by a researcher 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 and evacuation meeting locations.

**X. INFORMATION FOR VISITORS**

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 at least 4 weeks in advance to make an appointment with the archive staff.

Contact Information

Email	archives@wplives.org" <a href="mailto:archives@wplives.org">archives@wplives.org</a>
Telephone	530-832-4131
U.S. Mail	Feather River Rail Society Archives PO Box 608 Portola, California 96122

CHANGE LOG

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