

Forest County Archives Agreement

Partnership involving the Forest County Historical Society and Crandon Public Library

Mission:

To encourage historical studies and enrich the resources for historical research in the Forest County area by providing adequately for the collection, preservation, and administration of such resources, the Forest County Historical Society and the Crandon Public Library hereby agree to establish a Local History Room at the Crandon Public Library to be operated under the supervision of the Crandon Public Library Board of Trustees.

Responsibilities of the Local History Room:

1. To provide, within its capacity, storage space, shelving, light, heat, and professional supervision for the storage, protection, and servicing of all historical materials placed in the local history room under this agreement.
2. To provide suitable research space, tables and chairs for the convenience of users of these records, and to make the materials placed in the local history room under this agreement available to the public at such hours as the Crandon Public Library operates.
3. To assist the Forest County Historical Society, within the limits of its capacity, in the collection of historical records and manuscripts relating to Forest County.
4. To process and catalog such books, pamphlets, newspapers, and other printed materials as shall be placed in the local history room, provided that no such printed materials shall be placed in the local history room without the Forest County Historical Society's knowledge.
5. To fulfill any reasonable requests for reference services on the materials placed in the local history room and to maintain satisfactory records of such service.

Responsibilities of the Forest County Historical Society:

1. To place in the local history room, local and county public records received by the Forest County Historical Society that are relevant to Forest County.
2. To place in the local history room private manuscript materials relevant to Forest County.
3. To provide financial support for expenses incurred by the care and operations of the collection. Costs to be reviewed on an annual basis.
4. The Society reserves the right to use any of the materials covered under this agreement at any time following proper check out procedures.

Stewardship of Collections:

Stewardship is the careful, sound, and responsible management of that which is entrusted to the Crandon Public Library's care. Possession of collections incurs legal, social, and ethical obligations to provide proper physical storage, management and care for the collections and associated documentation, as well as proper intellectual control. Collections are held in trust for the public and made appropriately accessible for the public's benefit. Effective collections stewardship ensures that the objects the library owns, borrows, holds in its custody and/or uses are available and appropriately accessible in various forms to present and future generations. The material may be used or reproduced by the discretion of the Local History Clerk.

Amendment or Termination of Agreement:

1. This agreement may be amended at any time by agreement of both parties.
2. This agreement may be terminated by either party thereto, on one year's notice in writing to the other party.

Date:

President of the Forest County Historical Society

Director of the Crandon Public Library