

Reedsburg Public Library Archives and Local History Policy

The purpose of Reedsburg Public Library's Archives and Local History Collections are to preserve and make available to researchers, and the general public, materials that document the history of Reedsburg, Sauk County and surrounding areas. Historical and current works about Reedsburg will be collected. Works about Sauk County as a whole and neighboring communities are also collected. Historical books on surrounding counties and Wisconsin in general may be retained in the collection, but are not the central focus of ongoing acquisition. Materials in the Archives and Local History Room are non-circulating so as to be available for research purposes.

Reedsburg Public Library Archives are located in the original Carnegie Library Reading Room at 345 Vine Street in Reedsburg, Wisconsin. The room contains bound volumes of Reedsburg's historic newspapers as well as books about Reedsburg, Sauk County and Wisconsin history. The Library Archives also houses photographs and the papers of various individuals and civic organizations relevant to Reedsburg's history. Access to Archival materials requires an appointment.

The Library's Local History Room is located in the Library building at 370 Vine Street. Local History materials in this collection are non-circulating and are available for use during the library's regular hours.

Access and Research Procedures for Library Archives

Books in the Archives have been cataloged and may be searched through the library's LINKcat catalog. The call number will indicate an "Archives" location.

Archival materials may be requested for viewing in the Library or by appointment in the Archives Reading Room. Requests for materials or appointments for viewing must be made in advance. Retrieval and scheduling are dependent upon library staff availability. Visiting researchers will be supervised by a library staff member during their visit. Please call the library at 608-768-7323 or email info@reedsburglibrary.org to request an appointment, or for specific materials to be transferred to the library for use.

Care must be taken with the handling of any retrieved materials.

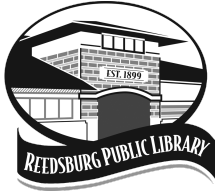
- Notes may be taken with pencil only.
- No food or drink is allowed in the Archives Room or when handling archives materials in the Library.
- Restrictions on handling, copying and photographing materials will be made by the supervising staff member and are dependent upon the condition of the materials.

Researchers must comply with copyright regulations and donor agreements that may include privacy stipulations.

Terms of Use for Historical Images from Reedsburg Public Library's Historic Photo Collection:

Copies of images from Reedsburg Public Library's Historic Photo Collection may be used for personal use. For the purposes of this policy, personal use is defined as displaying a print of a historical image from our collections in a private residence or for use in research. Upon request the Reedsburg Public Library will make reproductions of these photos for personal use, either on photographic paper or on CD. Any charges are solely for the cost of the transfer or reproduction.

Permissions for public display or publication (commercial or non profit use) will be considered on a case-by-case basis by the Library Director for those images that are physically owned by Reedsburg Public Library or for which the Library has a donor agreement granting the Library's right to the images. The Reedsburg Public Library does not own the copyright to many of the images in its collections. It is the researcher's responsibility to determine whether any proposed use violates copyright, and if so, to obtain permission from the copyright owner. Often, it is not clear who owns copyright. The user accepts all legal responsibility for questions of copyright, literary rights or invasion of privacy that may arise from copying or making use of the image(s). For more information, consult the publications of the US Copyright office (<https://www.copyright.gov>).



Reedsburg Public Library Archives Donor Form

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Description of materials:

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All donations must be approved by the Reedsburg Public Library Director. All donations are governed by the Gift Policy as approved by the Reedsburg Public Library Board.

Signature of donor or agent

Date

Library Director or Designee

Date