

KIMBALL AREA HISTORY ARCHIVES POLICY

KIMBALL PUBLIC LIBRARY

HISTORY

Beginning in 1969, several entities and volunteers have worked extensively to collect, index, archive and make available materials to researchers. The collection began when the Friends of the Kimball Library collected history and organized the files. The Kimball Area History Committee consisted of members of the Friends and the Plains Historical Museum Board. The collection belongs to and is archived at The Kimball Public Library.

The Kimball Public Library recognizes the need to preserve the history of the surrounding area and its people, including the City of Kimball and Kimball County. The library holds these materials in trust for future generations, and therefore, for preservation reasons, materials can only be used in the library.

VISION STATEMENT

Collects and preserves our community's memories for future generations of researchers.

MISSION STATEMENT

The mission of the Kimball Area History Archive is to collect, preserve, describe and make available to researchers the materials that document the life and the history of Kimball County, and the surrounding area.

COLLECTING POLICY

SCOPE OF THE COLLECTION

One of the functions of librarians is to select and to withdraw library materials, and to advise on their use. Librarians are qualified through

training and expertise and must of necessity work with guidance from knowledgeable members of the community and work within the limitations of space and budget. Recognizing that sensitivity to the needs and interests of the community is essential to the development of library collections, the Kimball Public Library welcomes advice and suggestions from knowledgeable patrons, trustees and authorities in various fields.

Materials include obituaries, family and personal histories, ethnic groups, industry, business, geography, natural history, and materials that document local populations and communities of interest.

These collections consist of printed books, newspapers, periodicals, pamphlets, maps, manuscripts, photographs, portraits, regalia, prints, micro formats, electronic databases and other special forms of publication and are henceforth referred to as "materials."

Original Guidelines used by the original committee to establish the current collection will be used to increase the holdings of the Library. The Original Guidelines were compiled by the Friends of the Kimball Library and are in the green three-drawer files (drawer is labeled). Duplicate copies of items in the Kimball Area History Archives may be available in the circulating or reference collections depending on the material, the condition of the materials and the needs of the library users.

CONTENT OF COLLECTION

The Kimball Area History Archive contains materials relating to the people and history of Kimball and its surrounding communities. The collection consists of, but is not limited to: books, pamphlets, microfilm, photographs, audio recordings, maps, yearbooks, newspapers, city directories, and other relevant ephemera. Some materials are placed in the Local History Archive because they are unique, costly to replace, or are irreplaceable.

The Kimball Public Library will collect the following materials in any format (with exception of 8 track tapes, floppy disks, and other obsolete media):

- Materials that document local populations (families and individuals), ethnic groups and communities of interest.
- Materials that document the history of the greater Kimball community, its people, neighborhoods, businesses and social organizations, from the earliest possible time period.
- Materials that document natural history, geography, cartography and geology of Kimball, Kimball County, and the surrounding communities, and the state, if important to local information.
- Except for natural history, the Kimball Area History Archive does not seek to document the history & heritage of any other area.
- Kimball Area History does not seek to compete with Banner County, Scottsbluff County or Cheyenne County by trying to collect from the same donors or to solicit for Kimball Area History new materials that would better fit with other existing collections.
- By agreement, Kimball Area History does not seek to collect artifacts that would compete with the Plains Historical Museum archives & collection policies.
- Due to a deficiency in certain materials, current emphasis will be on people still living, veterans, ranching and farming, diaries of area families, social and 4-H clubs, vibrant art scenes, prominent local industries, and railroad history.
- The collection includes microfilm of the Western Nebraska Observer, Bushnell News, and Marriage certificates, ranging from 1885 to present.
- The collection includes oral history interviews.
- The collection includes records from the Kimball County Superintendent's office.

- The collection includes a few photographs, copies of originals owned by other entities. See the ‘Archive Request Form’ in Appendix B.

KIMBALL AREA HISTORY ARCHIVES GIFTS POLICY

The Kimball Area History Archives will accept donations that fall within the scope of this Collection Policy. Monetary donations are encouraged along with the gifts to help process and preserve the materials.

The Kimball Area History reserves the right to decline any collection for the following reasons:

- The collection does not fit within the scope of the Kimball Area History
- Materials that can be found in other archives or libraries
- Photocopies of materials donated to other archives
- Materials irreparable, damaged, or infested by insects or mold
- Duplicate materials due to lack of space
- The inability of the archive to support the preservation and access to the materials

Due to the importance of the collection to the area community, the collection may not be discarded without serious consideration of preserving the materials by other means and following a process of discussions and decisions by the Kimball Public Library Board of Trustees, the Friends of the Kimball Library and the Plains Genealogical Society. The Library Director will not be able to make a solo decision.

MONETARY APPRAISALS

The library will not do monetary appraisals for donors.

RESPONSIBILITY FOR THE COLLECTION

Volunteers or staff, under the supervision of the Director, and with the assistance of the Local Genealogy Committee, will be responsible for collecting, organizing and filing material for the local history collection:

- obituary indexes (1859-1925 and 1960-present)
- mortuary and burial records
- histories and directories for various churches

PHOTOGRAPHY AND REPRODUCTION USE REGULATIONS

Persons using photographs housed in the Local History Archive for any commercial use, such as publication in books, magazines, or in separate print form, must obtain permission from the original owners, i.e., Western Nebraska Observer and Plains Historical Museum. The borrower, photographer, publisher, or producer must explain fully the intended use of the photographs and certify on the application that said photographs are solely for the use intended and that no secondary utilization in any other form, or by any other business, is intended. Any further reproduction is prohibited without the written permission of the original owners. The Library Director must be fully informed and give final approval.

A fee may be charged by the Library.

The Library reserves the right to determine the limitations of distance, brilliance and duration of lighting for photography of library materials, due to the injurious effect which light and heat have on some materials.

Permission for commercial publication or reproductions of

photographs owned by the Kimball Public Library requires the following conformance to library policy:

- a. Credit must be given to the original owners and the Kimball Public Library.
- b. If the reproduction is to be used in advertising, approval must be obtained from the original owners and must inform the Library Director on the manner in which the reproduction will be used as well as the copy which will accompany it.

Under no circumstances will the Library give permission to distributors that sell photographs of pictures to publishers. The Library reserves the right to deal directly with any of the controls which it exercises over the proper reproduction of its local history materials.

APPROVED 6/8/2020

Reviewed and Approved 1/11/2021

DEFINITIONS AND CLARIFICATION

Definition of an *Historical Record*

Given the above definition, just about any item can be labeled an historical record. In real life, however, the term is most often used in a narrow sense to describe unpublished, rare or original items with historical value. A Civil War diary is an historical record. Last year's best seller is not. The minutes of the first meeting of the village board is an historical record. The form letter they sent you last year with your water bill is not.

Examples of Historical Records

There are many categories of historical records including genealogical or family history records, business records, and government records. Records also exist in a variety of formats including original documents, photographs, films, tapes, and maps. Some examples of documents are letters, diaries, and meeting minutes.

The Copyright Law of the United States (TITLE 17, UNITED STATES CODE) Governs the Making of Photocopies or other Reproductions of COPYRIGHTED MATERIAL. 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 the photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringements. (See 17 U.S.C. 108, 702; 37 C.F.R. 201.14.). Users are warned that Kimball Area History Archives/Kimball Public Library collections contain many documents in which it does not hold copyright. It is solely up to each user to discover and to satisfy any copyright liabilities or obligations, including limits of fair use as currently interpreted in Law.

ARCHIVE RESEARCH REQUEST FORM

KIMBALL AREA HISTORY ARCHIVES

Date of Request ___/___/20___

An archive request form is required for each **inquiry** (i.e., family information, individual information, paper copy, oral history).

A \$15.00 non-refundable research fee (to cover the first hour of research) is due with each request. Submit requests with payment to Kimball Public Library, by mail, in person, **or other arrangements maybe made through the City of Kimball, Nebraska.** The fees may be adjusted **by the Library Director.**

Inquiry:

Documents Requested:

Your E-Mail Address: _____

Telephone: _____

Mailing Address:

[1] Requests **generally** take **2-5 working days,** or longer depending on the ~~age and~~ complexity of the request.

[2] The requestor will be contacted with cost of printing fees which must be paid PRIOR to printing of any documents.

[3] Research turnaround time is subject to staff work load conditions and

could take up to 5 working days, and in some rare cases a bit longer.

[4] **Additional** Research/Processing fee could be added at a rate is \$10.00 per hour for archival requests (processing fees imposed to offset the costs associated with archival and retrieval expense). Research will be limited to 1-hr unless otherwise previously authorized by the requestor.

[5] **The majority of the photographs are copies owned by other entities.**

[6] **In addition to research fees, printing, copying and other services will follow the General Policies #9, Fees for Other Library Services, in policy manual.**

Your Name: _____ Signature: _____

_____ By signing this form you acknowledge that you have read and understand this document and the fees associated with this request

DUPLICATION OF MATERIALS REQUEST FORM

KIMBALL AREA HISTORY ARCHIVES

Date of Request ___/___/20___

COPYRIGHT WARNING

The Copyright Law of the United States (TITLE 17, UNITED STATES CODE) Governs the Making of Photocopies or other Reproductions of COPYRIGHTED MATERIAL. See Copyright and Fair Use sections in Appendix A of the Library Policy Manual.

CONDITIONS

1. Kimball Area History Archives/Kimball Public Library provides duplicates as an aid to private study, scholarship, or research. The department reserves the right to:
 - a. refuse duplication because of the physical condition of the material, restrictions on the material, or copyright laws.
 - b. refuse to accept a copying order, if, in its judgment, fulfillment of the order would involve violation of copyright law;

- c. will refuse a copying order if, in its judgment, the copying may violate restrictions in deeds of gift, personal or corporate privacy, or might even give rise to a claim defamation;
- d. will not intercede with any copyright holder on behalf of any user; and
- e. makes no warranty or representation regarding the fitness for publication of information derived from or copies made from its collections.
- f. the library reserves the right to limit the number of reproductions, restrict the reproduction of rare or fragile materials, and institute special fees for items requiring special handling.

2. Payment must be received before orders will be processed. Payment will be accepted in the form of cash, check, money order, or credit card by special arrangement with the City of Kimball, Nebraska. Checks and money orders should be made payable to “Kimball Public Library.”

3. Information regarding how the collection is used helps the library demonstrate the cultural value of the collection material, and provide better service to users. Please be as specific as possible when describing the way in which the requested material will be used. Proper acknowledgement shall be given for all materials used. We require that citations be written as follows: Kimball Area History Archives/Kimball Public Library.

4. Permission is granted for one-time use and reproduction only; any subsequent or different use constitutes a reuse and must be applied for in writing.

5. Materials which the Archives has obtained from other institutions or projects cannot be copied unless the researcher has obtained the permission of the original institution.

6. Audio-visual content may not be altered or manipulated without special permission from the Kimball Area History Archives/Kimball Public Library, except for minor cropping, brightness, contrast adjustment and noise reduction.

7. The Kimball Area History Archives requests one complimentary copy of any published work in which the copies appear, when feasible.

The requestor assumes all responsibility for complying with U.S. copyright

restrictions applicable to these materials and agrees to indemnify and hold harmless the Kimball Area History Archives, Kimball Public Library and employees, from and against any claim for invasion of privacy, copyright infringement, or any other claims, suits, costs, and liabilities arising out of any use of the material copied.

If you have questions, ask before signing.

Date: _____ Copies to be mailed: _____ (postage to be paid
by requestor) Name (printed): _____

Signature: _____ Address: _____

Telephone: _____ E-mail: _____

I have read the copyright warning and believe that my request falls within “fair use” as defined by the copyright law. I further agree to request permission (and pay any fees) of any involved entity if I plan to publish, broadcast, exhibit or otherwise disseminate any material held by the Kimball Area History Archives.

Signature: _____

Date: _____

IN PERSON RESEARCH PROTOCOL

Please read and sign these instructions for examination of archival materials. Materials requested must be listed on the Duplication Request Form.

1. Leave coats, bags, purses, briefcases, notebooks et al in under table.
2. Food and/or beverages are NOT allowed in the library.
3. Please wash and dry hands before handling all items.
4. Gloves may be required to handle certain items
5. Do NOT use pens to take notes. Paper and pencils will be provided.
6. Do NOT mark materials in any way.
7. Do NOT rearrange items in folders or boxes. Please leave items as you find them.
8. Items from the research area may not be removed.
9. Staff and security personnel reserve the right to examine briefcases, bags and notes.
10. Publishing permissions are granted on a case by case basis. Permission to view items does NOT imply publication permission. To request permissions please fill out the Archive Research Request Form and or the Duplication of Materials Request Form.
11. No photography of any kind is allowed of archival items.
12. Photocopies/digital scans may be requested only if the materials can be copied without damage to them. Copies/digital scans are for research use only.
13. Items from the collection must be properly cited.

Signature (I have read and understand these instructions)

Date

Print name Patron/License #

Address City, State, Zip Code

(____)_____

Phone number Email address

Intuitional/Professional affiliation or academic status

Item Description and Intended Use

Approved by Librarian _____ Date:
