



ARTHUR WALTER KEDDIE RAILROAD LIBRARY POLICY



Archive Volunteer Policy

Effective Date: 4/10/2021
Next Review Date: 4/10/2026
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	
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