



ARTHUR WALTER KEDDIE RAILROAD LIBRARY ARCHIVES COLLECTION COMMITTEE

<i>Effective Date:</i>	4/10/2021	<i>Legal Review Date:</i>	
<i>Next Review Date:</i>	4/10/2026		
<i>Replaces:</i>	New		AWKRRL-00024

The Archives Collection Committee consists of:

Three (3) members of the Feather River Rail Society at an Active or above membership level.

Members of the Archives Collection Committee shall have been members of the FRRS for at least five (5) years of active membership and be a current member in good standing.

The Archive Department Manager shall be one of the committee members and is the committee head.

The FRRS President, with the input from the FRRS Board of Directors and the current Archive Department Manager, will select the members for consideration to become a member of the Archives Collection Committee.

The FRRS President, with the consent of the FRRS Board of Directors and the current Archive Department Manager, will appoint the two additional members of the archives collection committee.

Purpose of the Archives Collection Committee

The main purpose of the Archives Collection Committee is to review acquisition and deaccession proposals. At any Archives Collection Committee meeting, the committee will also review objects available for incoming or outgoing loans. During the meeting the committee will discuss and addresses any collection related issues. A majority of committee members must be present in order to conduct a meeting. (Two of the three members, preferable the Archive Department Manager should be in attendance.)

Committee meetings may be held in person or by electronics means. Archives Collection Committee meetings need not be held at the WPRM, however in normal practice this is the preferred meeting place.

Archives Collection Committee meetings can be held as needed and is not required should the President, or the archives collection committee, delegate the process to the Archive Department Manager.

The Archive Department Manager may select an Archive Supervisor to help in the everyday operation of the Arthur Walter Keddie Railroad Library (AWKRRL) as needed. The Archive Supervisor must have been an archive volunteer for at least two years prior to selection.

The Archive Department Manager may select Archive Department Members to help in the everyday operation of the AWKRRL as needed, meeting the Archive Volunteer Policy.

The collection committee will meet on an as-needed basis to discuss day-to-day collection management issues and make recommendations to the Archive Department Manager and/or the FRRS Board of Directors as necessary.

The Archives Collection Committee is responsible for the creation, review and implantation of Arthur Walter Keddie Railroad Library and Archive policy and procedures. (This may be delegated to the Archive Department Manager.)

The Archive Department Manager is appointed by the FRRS President as described in the Archive Department Manager position description.

The Archives Collection Committee shall act in a supervisory role for the acquisition, deaccession, care and conservation of materials and objects in the collection, and in formulating the Arthur Walter Keddie Railroad Library policies and procedures relating to collection management. This function may be delegated to the Archive Department Manager.

The Committee will approve or disapprove all items considered for deaccession and send the recommendations to the FRRS Board of Directors for final determination.

Role of the FRRS Board of Directors in the Archives Collection Committee: The Board of Directors of the FRRS has the fiduciary responsibility for the protection of the assets of the Feather River Rail Society and the Western Pacific Railroad Museum, including the archive collections. The FRRS Board also has a duty to ensure that the collections are carefully preserved and properly and effectively used for historical and educational purposes.

CHANGE LOG:

Date:	Action:	By:	Approved:
03/22/2021	New/Draft	Kerry Cochran	
04/10/2021		Board of Directors	04/10/2021