ARTHUR WALTER KEDDIE RAILROAD LIBRARY POLICY

Archive Visitor Policy

Effective Date:	4/1/2021	
Next Review Date:	4/1/2026	
Replaces:	New	AWKRRL-00025

This visitor log policy is a policy instituted by the Feather River Rail Society and Western Pacific Railroad Museum to ensure the safety of their organization, volunteers, employees and their visitors by giving guidelines on how to handle the visitors and volunteers to the Arthur Walter Keddie Railroad Library. It defines the necessary procedures regarding allowing visitors and volunteers to come in and out of the AWKRRL and the archives.

Any person, employee, member or member of the public, who visits or works within the Arthur Walter Keddie Railroad Library and/or any archive facilities, will need to follow this policy.

Any person, employee, member or member of the public, who visits or works within the Arthur Walter Keddie Railroad Library, will be required to use the visitor log to sign in and sign out.

To ensure that the environment is kept safe, everyone who accesses the Arthur Walter Keddie Railroad Library and the archive storage areas, must be aware of how they can contribute towards ensuring that these spaces or offices are a safe place to be. The principle objective is to ensure that unwanted people who would seek to cause harm to individuals or steal or damage property are stopped from entering the building and the archives.

Normal Working Hours

- There are no normal working hours for the AWKRRL.
- All visits must be made by prior arrangements with the archive staff or archive manager.

Access to the AWKRRL Library and Archives.

- The principle access to the AWKRRL for visitors should be through the main entrance doors into the Western Pacific Railroad Museum.
- No visitors shall be allowed to access any of the AWKRRL locations from the rear service access or emergency accesses doors.
- All visitors who are to go beyond the public areas of the museum must be booked in at the AWKRRL logging area. (This is also required for health and safety reasons.)
- Members of the public visiting the Western Pacific Railroad Museum Buildings must only be given access to the public areas unless accompanied by a member of the authorized museum staff.

- No one should allow anyone with access through any security locked doors or lifts without first checking their identity or purpose and signing the visitor's log.

Outside Normal Museum hours, but where a Committee or other meeting is scheduled

- The principle access to the AWKRRL and Archives for visitors should be through the main entrance doors into the museum.
- Access to the public and visitors will be open to what are recognized publicly assessable meeting rooms including the Board of Directors meeting room when a meeting is scheduled to take place. Otherwise the Board of Directors meeting room is not a public area.
- AWKRRL meeting rooms are only open to the public when a scheduled public meeting is being held. All other times, the public must be accompanied by a staff member after being identified and signing in the visitor log.
- All security doors should be kept secure so that access is only via key locks. No doors leading to the private areas of the AWKRRL facilities should be left unbolted, unlocked or propped open. This also applies to emergency exit doors

When the Western Pacific Railroad Museum is closed.

Procedure for Accessing the AWKRRL by members and staff when closed.

Procedure for Key Holders (Authorized Members)

1. Get approval from the archive manager.
2. You must have had training in activating and deactivating the alarm. (This will be provided by the authorized staff members.)
3. You must complete the visitor log, by the Alarm panel. (Sign in and out)

Procedure for Non-Key Holders

1. Follow access procedures for Access to Collection Materials.
2. Be escorted by an authorized key holder or archive staff member
3. Sign the visitors log (Sign in and out)

Security of equipment and possessions

- No equipment, such as laptops and projectors, should be left unattended in meeting or committee rooms. Those who book such equipment are responsible for its security and safe return.
- Personal possessions are the responsibility of the individual and if a staff member, volunteer or visitor brings an item of value into the office, they must ensure that it is appropriately stored in a safe place. The FRRS/WPRM is not responsible for personal possessions that go missing unless there is proof of forcible entry.
- Any thefts or losses must be reported immediately to the FRRS President, Archive Manager and to the Police if appropriate.
- Visitors must not be allowed to let anyone else into the building without the prior permission of staff.
- On leaving the office, all filing cabinets that hold sensitive information/material must be locked and keys stored in a secure location. All internal doors should be locked,

windows checked and upon departure of main building, alarm must be set. Failure to do so could result in revoking the members or volunteers access.

Archive Research Rooms and Storage

The following will apply to Archive/AWKRRL volunteers except the Archive Manager and Archive 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 bottled drinking water) are allowed in the research room
- No food or drinks are allowed in any archive storage rooms.

Additional Information

It is advisable for personal possessions to be kept in a locked filing cabinet and/or stored in your personal vehicle. The FRRS/WPRM is not responsible for any personal possessions.

CHANGE LOG:

Date:	Action:	By:	Approved:
03/282021	Created R-2	Kerry Cochran	
04/10/2121	R-3	Board of Directors	04/10/2021