

WAVERLY PUBLIC LIBRARY
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WAVERLY HISTORICAL PHOTOGRAPHS COLLECTION POLICY

1. Purpose.

- Collect and organize historic Waverly-area photographs
- Preserve these historical items
- Provide access to these photos for the public.

2. Contents. Prints, negatives, plates, slides, and such items shall be placed in the collection if their contents are germane to Waverly, its immediate vicinity, their history and people.

3. Collection Development. In keeping with copyright law, gifts to the collection may be the items themselves or digital copies.

An agreement transferring legal title to the item/items and reproduction rights to Waverly Public Library shall be signed by the donor/donors for each gift.

4. Access. The collection shall be open to the public through albums of photocopies of the prints. The actual prints and/or negatives and plates shall be kept in secure storage. When a formal request for originals is made, library staff will make scans, discs or photo copies of the photos requested. Some fees may apply.

5. Credit Statement. The Library requests that any publication or display from the items (including photocopies) in the collection be accompanied by the statement: "From the Waverly Historical Photographs Collection of the Waverly Public Library."

6. Permission to Publish. Permission to publish items (including photocopies) from the collection must be obtained in writing from the Library before publication. The Library will not surrender its own right to publish such materials or to grant permission to others to do so.

7. Copyright and Libel. The user assumes all responsibility for conforming to the laws of copyright and libel which may be involved with use of the items or reproductions of the items in the collection.

8. Newspapers. A separate arrangement may be established with area newspapers for use of historical photographs from the library's collection in the newspapers themselves.

Approved Feb. 28, 1989

Revised July 24, 1990

Revised December 14, 1999pc

Revised October 26 2004 pc

Reviewed without change 2-12-08 sm-r

Revised 7-14-09 smr Collection & Access changed to reflect digital copies.