



## **ARCHIVES POLICY**

*Adopted 1/9/2020*

Wilberg Memorial Public Library may make available to local groups and/or organizations limited space for materials that are historical or archival in nature. The library director will work with the group/organization to develop an agreement and determine the amount of space to be made available and materials needed for this storage. Storage materials may be provided by Wilberg Memorial Public Library at the expense of the group/organization. The group/organization will be responsible for the archiving of its materials.

Access to the materials will be provided to the public during regular library hours under the supervision of the library's staff.

At the discretion of Wilberg Memorial Public Library, storage can be ended upon a 30 day written notice. It is the group or organization's responsibility to remove the stored item(s). Arrangements to do so will be made with the library director. The group or organization is responsible for keeping the name and address of two contact persons on file with the library.

The library assumes no responsibility for damage or loss that may occur to any of the materials being stored in its facility.

*END OF POLICY*