



# Archives and Reference Collection Policy

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The Archives and Reference Collection at Fort Vancouver National Historic Site is a new, combined resource comprised of the park's archival documents, library volumes, and research files. It is a part of the Northwest Cultural Resources Institute and is available for use with controlled access.

## Introduction

The Archives and Reference Collection (ARC) at Fort Vancouver National Historic Site is an essential resource that assists staff and other researchers in carrying out the park's mandate and contributing to the existing body of knowledge on the Vancouver National Historic Reserve. The collection consists of both cataloged museum items (archives) and non-museum property (library books and research files). This document will establish guidelines and standards for the development and operation of the ARC, and provide stability, continuity, and efficiency in its operation. The policy is intended to guide and support decisions of the Curator and to inform park staff and other users of the ARC's objectives. This policy will be reviewed and updated by park staff as needed, and approved by the Superintendent.

## Objective

The primary objective of the ARC is to select, preserve, and make available material which will assist staff and other researchers in understanding, protecting, and interpreting Fort Vancouver National Historic Site and the Vancouver National Historic Reserve.

## Responsibility

Implementation of this policy is the responsibility of the Curator, who is in the Cultural Resources Division. The Curator will be responsible for managing the different facets of the ARC, including the archives (within the museum program) and the park library. With the assistance of selected staff, the Curator is responsible for compiling a list of desired acquisitions, promptly adding new items to the collection, shelving materials, insuring that materials are returned in proper condition, accounting for the collection, and maintaining cataloged materials in digital and physical form.

## Scope of the Collection

The ARC collection consists of books, periodicals, microform, videotape, maps, photographs, and documents, some of which are digital. These materials cover Fort Vancouver, Vancouver Barracks,

other sites of the Vancouver National Historic Reserve, park mandates and development, and National Park Service history. Materials in the ARC will pertain to:

- Archaeology (including Historical, Industrial, and Precontact Archaeology of the Lower Columbia River)
- Aviation at Pearson Field
- Civilian Conservation Corps
- Crafts and Trades of the 19<sup>th</sup> Century
- Fort Vancouver
- Fur Trade
- Hudson's Bay Company
- Interpretation
- Kaiser Shipyards
- Native Americans and Native Hawaiians in the Northwest
- Manufactured Goods, 1800-1950
- Pacific Northwest Natural and Cultural History
- Pacific Northwest Native Flora and Fauna
- Vancouver Barracks
- Westward Expansion / Western Exploration (including Oregon Trail)
- National Park Service documents as deemed appropriate

### **Selection Guidelines and Policies**

The following criteria will be used in selecting materials for the ARC:

- Importance of the subject matter to the collection
- Authenticity and accuracy
- Permanent value and/or historic potential
- Author's reputation
- Publisher's reputation and standards
- Readability
- Price
- Availability in nearby libraries

The Curator, or their designee, will compile a list of desired acquisitions by July of each year. Input from all staff will be considered. Copies will be forwarded to the Superintendent and Administrative Officer for consideration.

### **Microform**

The microform collection will include materials unavailable or prohibitively expensive in their original form.

### **Periodicals**

In addition to general selection criteria, periodical selections will consider the following:

Periodicals must supplement the collection as an additional and current source of information

Periodicals must occasionally or regularly publish popular articles, historic materials, or research findings relating to the aforementioned Scope of the Collection.

## **Archives**

The archives are a part of the park's museum collection and consist of original, two-dimensional materials relating to the selection criteria mentioned above. These may be documents, photographs, maps, etc. The archives also include all field and laboratory records for archaeological accessions.

## **Maps**

The ARC map files consist of archaeological field maps, historical maps of sites on the Vancouver National Historic Reserve, and blueprints, as well as other oversize materials.

## **Vertical File**

The ARC will maintain a vertical research file. This file contains photocopied material not suitable for cataloging into the archives, e.g. pamphlets, articles, personal accounts from diaries, journals, or letters, and newspaper clippings. Materials in this file will be cataloged into a vertical file index which the Curator or their designee will maintain and update yearly.

## **Paperbacks**

Paperbacks will be acquired only for the following reasons: the title is not available in hardcover, the subject is estimated to be of current interest only, or there is a substantial price difference.

## **Duplicates**

Duplicate copies of heavily used materials will be acquired as needed.

## **Replacements**

After all reasonable efforts have been made to recover lost or stolen books, replacement will be attempted if there is a demand and/or the item continues to meet selection criteria. If possible, a replacement should be purchased by the individual to whom the lost book was loaned.

## **Gifts**

Gifts of materials that meet the selection criteria may be accepted, by the Superintendent or Curator only, with the understanding that:

- Fort Vancouver retains the right to keep, use, or dispose of them as deemed appropriate
- The materials will be integrated into the ARC and will have no conditions attached
- No appraisals will be given by park staff or volunteers, though a receipt without values may be provided

# Operating Guidelines

## Operating Hours

The ARC is housed in the Fur Store building at Fort Vancouver National Historic Site, and is open Monday through Saturday, 9:00 am to 4:00 pm. It is advisable to call ahead to make certain staff will be available to assist users. All requests received by staff members for materials in the ARC should be forwarded to the Curator for processing, using an Information Request Form (Appendix 2).

## Access

The room housing the ARC will be closed and locked except during open hours, and keys will be issued to assigned staff. All use and borrowing will be monitored by assigned staff (a list will be posted outside the ARC door), which will ensure that borrowing is limited to approved users. A log of all users will be kept, which should be signed when first entering the room.

Only #2 pencils are allowed in the ARC. Users may be asked to wear gloves at the discretion of the Curator. No food or drink of any type is allowed in the room. For archival materials, only one item may be removed at a time, and a "TEMPORARY FILE REMOVAL SLIP" must be used as a placeholder.

## Borrowing Privileges

Borrowing privileges are extended to National Park Service employees at Fort Vancouver National Historic Site. At the discretion of the Curator, borrowing privileges may be extended to:

- Park volunteers
- National Park Service employees from other parks
- Contractors conducting research in the park
- Researchers with valid research needs, as reflected in an approved Information Request Form (Appendix 2) or Research Request Form (Appendix 3)
- Other users whose work will benefit the park or the Vancouver National Historic Reserve

There is a 30 day limit on all loans. This period may be extended by the Curator, following a renewal request from the borrower before the item is overdue, assuming no request has been made for the book by another approved user. No more than three items may be borrowed at one time; exceptions are at the discretion of the Curator. All borrowers must be over age 18.

ABUSE OF ARC MATERIALS OR PRIVILEGES WILL RESULT IN THE LOSS OF LIBRARY PRIVILEGES. Borrowers who fail to return materials within 60 days, or who exceed the 30 day check out period two times will lose borrowing privileges. Reinstatement will be at the discretion of the Superintendent only, after a formal written appeal. The Curator will be responsible for reviewing the card catalog at least monthly and contacting borrowers with overdue materials.

Volunteers wishing to be eligible for borrowing privileges must fill out an ARC application form, available in the Fur Store (Appendix 1). The Curator will review the application, and ensure that the

volunteer meets the following requirements: the volunteer has a current Agreement for Voluntary Services on file, has worked at the park at least once in the last twelve months, and can present current identification. Eventually, the park will be issuing Volunteer ID Cards. Once this system is in place, borrowers will be expected to show their Volunteer ID Card, with a hole punched in the appropriate space, assigning borrowing privileges.

Books will be checked out by and returned to assigned staff (a list of assigned staff will be posted outside the ARC door in the Fur Store). The Curator or their designee is responsible for reshelving or refiling materials, on at least a bi-weekly basis.

Borrowers will replace lost or seriously damaged materials, and if a replacement is not immediately available, reimburse the park for the cost of replacement. If materials are not replaced or compensation made within 90 days (dating from the due date of the materials), a bill of collection will be issued by the park Administrative Officer for the estimated market value of the materials.

### **“Library Use Only” and Restricted Access Materials**

Not all materials in the ARC are available for borrowing or unrestricted use. Archival documents and photographs, maps, rare and fragile materials, vertical files, and other materials marked as “Library Use Only” may not be removed from the room without the permission of the Curator. Archaeological provenience data and information pertaining to the Native American Graves Protection and Repatriation Act (NAGPRA) are considered sensitive and not available for general research.

A locked cabinet will be maintained in the ARC with rare and fragile materials. Basis for inclusion is:

- Virtually irreplaceable
- Monetary value over \$200.00 dollars
- Particular historic interest to the park
- Reference value
- Unusual attractiveness or interest
- Fragile or delicate condition

Titles will be noted in the catalog as being in this cabinet. A separate list of these materials will also be maintained in the cabinet.

### **Interlibrary Loan**

Interlibrary loans will be made through the Pacific West Regional Office (Seattle) only. Only non-sensitive items are available for loans.

### **Photocopying**

There is not a copy machine available for self-service copying. You can request photocopies to be done by park staff, which may be picked up when ready or mailed to you, provided you cover the cost of postage. Cost for copies is 20 cents per 8 ½ by 11 or 8 ½ by 14 sheet.

Photocopying of materials is generally permissible, unless:

- Materials could be damaged due to flattening the binding or exposure to light

- Materials are marked “Do not copy”

Materials photocopied for use outside the park will be labeled with:

**NOTICE**

*This material may be protected by copyright law  
found in Title 17, U.S. Code*

**Credit**

When crediting the park for materials owned by the park or in the public domain, use “National Park Service, Fort Vancouver National Historic Site” and the catalog number of the item in this format “Cat. #XXXXX”. Please note that the park does not own copyright to most materials in its holdings.

**Adding New Materials**

The Dewey Decimal System is used for all library and vertical file organization. When new books are received, they go to the Curator. The Curator will photocopy the title page and reverse, and forward to copy to the Pacific West Regional Office (Seattle) librarian. Regional staff will catalog the book, add it to the card catalog, and provide the park with labels for the book. While books are in the process of being cataloged, they may not be borrowed. The curator will semi-annually prepare a memo to park staff informing them of recent additions. When cataloging is done and the labels arrive, the Curator or their designee will affix the labels, pocket, and check out card to the book. Materials will then be shelved according to their Dewey number. At least quarterly, the Curator will update to park’s electronic catalog with recent acquisitions.

Archival materials are accessioned and cataloged into the museum collection using the Automated National Catalog System (ANCS+).

**Excluded Publications**

With the exception of the categories listed below, all books purchased with National Park Service or cooperating association funds will be cataloged into the ARC in a timely manner. Exceptions are:

- Dictionaries, thesauruses, word finders, usage guides, or similar reference books
- Books regularly needed by employees, such as safety manuals, fire codes, regulations, laws, museum manuals, public health manuals, etc.
- Volumes in the Interpretive Resource Center
- Annual publications such as almanacs, price books, catalogs, zip code guides, etc.
- Publications purchased as a part of an approved training program

**Inventories**

The library volumes in the ARC will be inventoried annually in October. An up-to-date shelf list will be acquired from the Regional Library. The Curator or their designee will match the list with current holdings and account for all missing items. Books which cannot be found will be listed on a memo

which will be circulated to park staff. If this does not produce the missing items, the memo will be forwarded to the Regional Library for deletion from the catalog.

## **Binding**

Unbound or paperback materials will be bound at the recommendation of the Curator when value, condition, or frequency of use justifies it.

## **Weeding**

The removal of non-museum materials from the ARC, judged to be of no use for research or documentary purposes, will occur on a yearly basis. Weeding will take place in October at the time of the annual inventory, and will use the same criteria used in the selection of new materials. Items considered for removal should exhibit:

- Information outside the scope of collection
- Outdated information
- Inaccurate information
- Irreparably worn or damaged material

Items should be carefully considered for possible historic value. The procedure for weeding is as follows:

- Selected material will be brought forward by the Curator, who will consult with the Historian and the Chief of Cultural Resources. Final approval will be made by the Superintendent.
- Library records will be updated
- Cataloged items are offered, in the following order, to:
  - Pacific West Regional Library (Seattle)
  - Pacific West Region Parks
  - Harper's Ferry Center
  - Department of the Interior Library
  - Library of Congress

Materials may be disposed of to other institutions at the discretion of the Curator with the concurrence of the Superintendent.

## **Approved:**

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Tracy Fortmann, Superintendent

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Date

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Theresa Langford, Curator

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Date