

EDNA MAY ARMOLD ARCHIVES

El Reno Carnegie Library

The mission of the Edna May Arnold Archives, housed in the El Reno Carnegie Library building, is to preserve and collect items related to the history of El Reno and Canadian County. To this end the archives will house a collection of unpublished or unique records and papers, bound volumes, pamphlets, periodicals, maps, and photographs related to the areas of interest noted above.

Donation of items: *Items only related to aforementioned areas will be accepted and housed in the collection.*

1. Person offering objects will complete deed of gift form.
2. Artifacts outside the capabilities of staff to care for appropriately will not be accepted.
3. Upon acceptance of an item, said item becomes a part of the archives holdings to use for exhibit, research or educational purposes.
4. In order to maintain and improve the quality of the collection, materials may be de-accessioned due to irrelevance, lack of space, duplication, or irreparable condition. No action will be taken without approval of the Library Board.
5. Items will not be accepted on temporary loan or of a restricted or confidential nature.

Use of materials:

1. The archives room is not a meeting room.
2. No food or drink is allowed in the room.
3. Patrons must sign in and state subject matter researched.
4. A responsible adult must accompany minors requesting room usage.
5. Library staff reserves the right to examine a patrons' personal property (e.g. briefcases, bags, and purses).
6. Please examine items carefully and leave items on table for staff to reshelve.
7. Some materials may be photocopied at the patron's expense. Patron assumes all responsibility regarding copyright. Duplication does not constitute permission to publish.
8. Requests for reprints of photos may be granted upon completion of photo reprint order form. Library staff will take photo(s) to a local photography studio for reprints. This service is at the patron's expense and charges will be paid to the photography studio. Duplication does not constitute permission to publish.
9. Use of photos in published works will be cited as the property of the El Reno Carnegie Library. Use is granted only for one time publication.
10. Items may not be loaned out. Special requests/needs will be considered on a case-by-case basis.

Accepted 7-12-2007

