

Archives and Special Collections Policy

Yakima Valley Libraries

PURPOSE

The Yakima Valley Libraries' Archives and Special Collections Department, situated in the Northwest Reading Room (NWRR) of the Yakima Central Library, serves as the institution's repository for archival materials, preserves and digitizes historical materials, and provides access to local and regional history to the community.

POLICIES

Preserving Local History

The Archives and Special Collections Department is responsible for curating, storing, and managing the historical collection within the NWRR.

Donations

Donations can be made to the Archives and Special Collections, and they will be assessed on a case-by-case basis. There is no guarantee that the items will be included in the collection.

Material Accessibility and Usage

Many items in the Archives and Special Collections consist of older historical materials that are somewhat fragile and require special handling. Due to their condition, the use of fragile materials may be restricted. Pens, food, and drink are not allowed in the NWRR. Pencils, notebooks, loose-leaf paper, and laptop computers may be brought into the research room. All other personal belongings must be stored in one of the lockers provided when utilizing the space.

Request for Materials and Responsibilities

Written requests are necessary for all uses, including exhibits, educational projects, and papers. The researcher assumes all responsibilities, as well as familiarity and understanding of current ownership, Title 17 of the U.S. Copyright law, and Fair Use guidelines. Yakima Valley Libraries retains all copyright and ownership of materials in the Archives and Special Collections.

Attribution

Attribution must be visible and placed next to the image and should include specific information about the artist, collection, and date. For any use, the credit line must also state: "Courtesy of Yakima Valley Libraries, Archives and Special Collections."

Defacement or Damage

Any defacement or damage to materials from the Archives and Special Collections that occurs while in the possession of a library customer will be handled per the Damaged and Lost Materials Policy.

Resolution #25-008

This policy replaces the Relander Collection Policy

Adopted 06/23/2025