

**BEFORE THE BOARD OF TRUSTEES  
of the Yakima Valley Libraries**

In the Matter of Approving the Archives and Special Collections Policy  
To Replace the Relander Collection Policy

**RESOLUTION  
#25-008**

**WHEREAS**, Yakima Valley Libraries adopted the Relander Collection Policy in April of 2000.

**WHEREAS**, the content of the Relander Collection Policy is outdated, and a new policy is needed to replace it.  
That new policy is the Archives and Special Collections Policy.

**WHEREAS**, the Trustees approve all Library Policies,

**THEREFORE, BE IT RESOLVED** that the Board of Trustees approves the Archives and Special Collections Policy to  
replace the Relander Collection Policy.

**ADOPTED** by the Board of Trustees this 23<sup>rd</sup> day of June 2025.

X Bruce Licht

Trustee

X Jay Pungak

Trustee

X Mary Macintosh

Trustee

X

Trustee

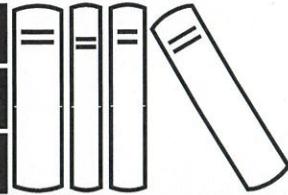
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Trustee

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# Relander Collection

YAKIMA  
VALLEY  
LIBRARIES



CONNECTING PEOPLE AND IDEAS

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## PURPOSE

Click Relander, former Yakima editor and author, collected a voluminous personal library related to Pacific Northwest history and Central Washington Indians. This library consists of books, private papers, microfilm and photographs which Mr. Relander used in his work as a writer and sculptor.

## POLICIES

The primary access for all library customers for the materials contained in the Relander Collection is through its indexes.

All library customers requesting to use materials from the Relander Collection are required to register with the Reference Department and provide their name, address, telephone number, picture identification, driver's license number, and signature. Professional researchers are requested to provide evidence of their association with an institution or university.

Tours of the Relander Room may be available, provided there is available staff from the Reference Department.

A list of materials requested for use by a library customer will be written on a form supplied by the Reference Department. When materials are returned, they will be checked against that document to ensure that all Relander materials are properly returned.

Any books, papers or photographs in the Relander collection requested for use by a library customer will be brought to the Reference Department for their use there.

Use of multiple materials within the Relander Room may be available, provided there is available staff from Reference Department to be in the Relander Room with the library customer while they are using Relander materials.

Any defacement or damage of Relander materials that occur while in the possession of a library customer will be the responsibility of that library customer.

Materials from the Relander Collection may be loaned to libraries, museums or other institutions upon written receipt of such request and approval by the Director.

# **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*