

Development Policy

Harriet O'Connell Historical Records Collection

Adopted: 9/4/2012

Revised: 6/3/2014

Fox Lake, Wisconsin

Mission Statement - Harriet O'Connell Historical Records Collection

The Harriet O'Connell Historical Records Collection is the official repository for the written and photographic historical records of the City of Fox Lake Wisconsin and the surrounding area. Our mission is to acquire, preserve, and provide access to the historical paperwork of the City of Fox Lake, as well as the Townships of Fox Lake, Trenton, and Westford. We are a separate entity from, but work closely with, the Fox Lake Historical Society who preserves the object history of the same community.

Who we serve:

The Harriet O'Connell Historical Records Collection is here to serve our community. That community consists of the City of Fox Lake, Wisconsin as well as the surrounding townships of Fox Lake, Trenton, and Westford. Prior to incorporation as the City of Fox Lake, the area was known as Waushara, therefore any material referring to Waushara or created on the behalf of Waushara will also be welcomed into our collection.

Any citizen or entity within the communities listed above is our primary audience. We serve them by granting access to the records we keep and protect as well as by doing research on behalf of those community members as requested and as we have support for them. We also serve people from outside our community with information from our collection. These people will have greater need for our assistance in accessing information, however they are no less important to our mission.

What we collect:

We collect all written historical records that are derived from, or concern, our community. We also collect audio recordings, pictures, or published items of minimal or rare availability. Items and artifacts are not collected by our entity, but are highly recommended to be donated to the Fox Lake Historical Society – a sister organization charged with collecting the artifacts and three dimensional items pertinent to the same community.

Items we collect in particular are:

- Photographs, diaries, letters, books, pamphlets, posters, maps, scrap books.
- Written artifacts of our citizens.
- Written records of military or governmental records covering our community.
- Written information on early settlers, ethnic groups, family, businesses.
- Anything pertaining to prominent individuals and events.

- Bunny Berrigan recordings, photos, books, personal records, or written accounts.
- Genealogy information, official records, or personal information of our citizens.
- Tax, Census, and any other governmental records of our citizens.
- 1 set of Newspapers from our community – to be stored in bound form.

Again, we do collect everything that is a written historical record that is derived from, or concerns, our community at a bare minimum.

What we do not collect:

We also, as a policy, try to steer potential donations that do not fit the above collections policy to the proper repository for the offered item. Among our neighbors that collect items that may be offered to us are: the Fox Lake Historical Society, the Dodge County Historical Society (Beaver Dam and all of Dodge County), the other Historical Societies of Dodge County, Beaver Dam Public Library, Waupun Public Library, Wisconsin State Historical Society (or it's related entities) or any other appropriate repository we are aware of at the time of the offer for donation.

We also try to avoid collecting duplicates of any information. Should someone offer donation of a copy of an item known to be in our collection, the item that is in the better condition is the one that should be kept. If the one to be donated is the one to be refused, recommendation for further options on entities that may be interested is our policy. If the item to be kept is the one offered, we will try to find another collection to give the original item to or it may be officially removed from the collection.

Our primary concern is the preservation of Historical information and facts. However we can help this occur, it is our duty to help it occur. If the record or item will not fit into our collection we are duty bound to help find the appropriate repository for the gift. Furthermore, as we catalog items (or run into them during service to our community), if we find anything that does not fit into our collection, we will try to forward those items to the appropriate repository with accompanying paperwork, so that the item may be traced should someone come looking to us for the item, knowing it was donated to our collection.

Removal of items from our collection:

Nothing will be permanently removed from the collection without the approval of at 50% of the members of the Board of Directors as well as accompanying paperwork. Temporary loans or removal for the sake of photocopy or special event, are allowed under certain circumstances, but only with approval of at least two board members and accompanying paperwork. Under no other conditions shall any item in the collection be removed from the building in which the collection is housed.

Public Access:

The public has access to all items in the collection only under the supervision of the appointed operators of the room. They may view any item in the collection in the building in which the collection is housed and may not check it out or remove it from the building without express permission and accompanying paperwork. The room will be operated within sensible guidelines that protect the contents and people will not be allowed to directly access the information in the storage location if it is deemed to be risky.

However, anyone willing to access the information under the above restrictions shall not be further restricted from access to the information. The Harriet O'Connell Historical Records Collection allows anyone to access the information at any time the facility is open for regular hours or at any time agreed to be mutually beneficial between the operator(s), board of directors, and/or viewers.

Collection Acceptance:

Items shall be officially accepted to the collection as soon as they are acquired. Any items that are accepted into the collection need to be accompanied by an Acquisition Receipt. Once accepted into the collection removal from the collection must go through the removal process (see "Removal of items from our collection:" above). Cataloging and further integration into the collection may take place over time, however the acceptance paperwork shall be done immediately as some of the questions on the paperwork may be best answered by the people making the donation.

Volunteer Acceptance:

The Harriet O'Connell Historical Records Collection would not exist were it not for volunteers, and it's continued operation and availability is just as dependant on those volunteers. We will not discriminate against volunteers based on sex, race, creed, religion, sexual orientation, or age. Anyone who is interested in preserving history is welcome to volunteer for as much or as little as they wish doing whatever job they are capable and willing. Anyone who is unable or unwilling to follow accession or de-accession (adding or removing items) rules or are suspected of not acting in the general interest of the collection will, however, have to be removed from the volunteer force. We do not allow a volunteer to appoint themselves responsible for the contents of the collection, nor to be "above" or "in charge of" any other volunteers as well – that position is appointed by the board directly and is the responsibility of the Library Director. This is necessary to make sure there is continuity in operations as well as equity among the volunteers.

Donation Acceptance:

Of course to run such an entity takes money, and monetary donations to keep up our good work are always appreciated. Monetary donations to the organization need to be made to the treasurer of the board of directors directly. With an all volunteer force, these donations go far and help protect the items in the collection directly. They will be kept in account until needed for preservation, cataloging, or storage purposes. Any wishes for use of the funds given at the time of donation will be considered for their use. Most annual operating costs for the collection are covered by the City of Fox Lake through annual appropriation, which further frees up donations for collections efforts.

Board of Directors:

The board of directors for the Harriet O'Connell Historical Records Collection is comprised of two members of the Historical Society board and all (7) members of the Fox Lake Public Library Board. The board of directors has final say in any discussion or direction brought to the board. The Board must act in accordance with this Development Policy and must consider any direction suggested by the City of Fox Lake. The board is led by a President and a Treasurer keeps tabs on donated and city-provided funds. A Secretary is appointed by the board to take meeting minutes and handle Agenda distribution. A monthly board meeting is held on the first Tuesday of each month at 5:30 pm as necessary - the public is always welcome.

Revised 6/3/2014:

- lead changed to led - last paragraph - Page 5, last paragraph
- 9 board members changed to 7 board members - Page 5, last paragraph
- Words "as necessary" added to the last sentence - Page 5, last paragraph
- Clarification added for accession and de-accession - Page 4, last paragraph
- Page numbers Added