POLICY

Category: Collections

Number: C.03

Title: **Local History Collection**

Effective Date: July 19, 2025
Authorized By: CFL Board of Trustees
Last Revision: December 12, 2020; September 7, 2019; January 1, 2009; October 15, 2003

The Cudahy Family Library's Local History Collection is the resource in our vision statement that fosters our "connection with our City's historic past." Through the active development and maintenance of this collection, the Library preserves materials that document the history of Cudahy, Wisconsin, and holds these materials in trust for future generations. The Local History Collection is housed in the Kathryn Quentin Eaton Local History Room.

The major focus of the collection is historical and current information and materials about the area that is now known as the City of Cudahy. Subject areas include early settlers, ethnic groups, religion, local families, business and industry, prominent individuals, events, organizations and clubs, education, City departments, government, and Protestant church records. The majority of the materials are in English.

The collection houses materials in a variety of formats including, but not limited to books, pamphlets, newspapers, letters, postcards, maps, memorabilia, realia, scrapbooks, videotapes, record albums, business records, slides, municipal government records, photographs, photographic negatives, microfilm reels, DVDs, CD-ROMs, microfiche**,** and posters.

The Local History Collection is a closed-stack, reference-use-only collection; materials from the collection are not loaned for any purpose. Researchers are welcome to use the collection in person, at no charge, if they provide a current photo ID and complete the *Patron Registration Form* and the *Materials Request Form.* Access to the collection is primarily during the Library's weekday hours of service, Monday through Friday. In order to ensure access to the materials, it is strongly recommended that individuals schedule an appointment in advance with the Reference Staff. A member of the Reference Staff must be present for users to obtain access to the collection and access will be denied if a Reference Staff member is unavailable. Researchers are asked to conform to the security and handling precautions in this policy to protect and safeguard this irreplaceable archival collection.

Many items from the Local History Collection have been digitized and may be

viewed through an online portal available on the Library's website. Items with personally identifiable information will not be posted online for 72 years after the date of creation, following the U.S. census schedule. Persons wishing to view these materials must visit in person.

Reproduction and Research Fees

The Library will arrange for the reproduction of materials from the Local History Collection at the expense and responsibilities of the user. The Library does not hold the copyright to all materials in the Local History Collection and it will be the responsibility of the user to obtain any necessary copyright permission needed for any reproduction that is not for private use. It will also be the responsibility of the user to contact the known individuals associated with a person's image on a photograph of any format to obtain the right and permission to use the image, and to pay any associated fees which may be part of the proposed use. The Library will respond to notices of alleged infringement of copyright and intellectual property rights laws and reserves the right to refuse any request for reproduction if it is not in the best interests of the collection.

If the Reference Staff has approved the reproduction of local history materials, the items will be reproduced by a staff member, except for negatives and slides which will be reproduced by a vendor of the Library. In the case of photographs, permission to copy is given after the *Photograph Reproduction Request Application & Agreement* is completed and approved. Requests to copy and/or scan the materials after the Reference Staff's approval are subject to the fees quoted in the *Reproduction Fee Schedule*. Materials from the Local History Collection can not be copied or scanned by patrons, but it may be permissible for patrons to take personal photos of items, depending on the items' condition.

If the reproduction of materials is for a use other than personal, researchers need to request permission from the Library on the *Application for Permission to Publish/Broadcast*. Approved publication of reproduced archival material used in print, in electronic or digital publications, on film or DVD, on web sites, and in exhibitions must credit the Library as follows: *Courtesy of the Local History Collection, Cudahy Family Library, Cudahy, Wisconsin*.

Local history research requests from individuals residing outside of Milwaukee County are subject to a $15.00 per half hour research fee, paid in advance, with a 30-minute minimum. A time or dollar limit may be specified for inquiries, which will be handled by the Library's reference staff on a first-come, first-served basis. Depending on the workload of the Reference Department, the search will be completed within thirty business days. Every viable source in the Local History Collection will be searched but results to the inquiry can not be guaranteed. The initial fee for research includes up to 20 pages of photocopying, with additional copies billed at 25 cents per page.

Acquisitions

Materials purchased for the Local History Collection will be handled through the Library Director. Donations to this special collection will be gladly accepted provided that the terms of the Library's Gift Policy are followed (see Policy C.02). Donors must sign the Statement of Gift form that legally transfers ownership of the material to the Cudahy Family Library. Items will not be accepted on deposit except by a separate signed agreement that is approved by the Library Board of Trustees. The Library will not affix a value for income tax purposes to any gift accepted.

The Library reserves the right to dispose of donations that do not meet the purpose and scope of the collection. Disposal options include returning the materials to the donors, discarding the items, selling the items, or offering the gift to another institution when feasible. The Library appreciates the opportunity to copy primary source materials which the owner wants to retain in their possession.

Cooperative Agreements

Occasionally, Cudahy Family Library may accept or solicit historical items on temporary loan for a special purpose, such as creating a thematic display or generating a publication. Items on loan would be kept for a mutually agreed-upon time period and then returned to the owner. Owners must sign a waiver stating that they will not hold the Cudahy Family Library or the City of Cudahy responsible for any loss or damage to their historical items while on loan to the Library.

Conditions of Use

1. Researchers must register with the Reference Staff by completing the *Patron Registration Form*. All bags and/or satchels and outer garments must be checked with the Reference Staff before using materials from the Local History Collection. The Reference Staff will assign a seating area for the researchers. For access to the microfilm/fiche reader, researchers must make an appointment one day in advance.

2. Researchers must wear the white gloves provided by the Library when handling fragile materials, photographs, negatives, or slides.

3. Researchers must use pencils for note taking and may not bring any type of pen into the work area. The use of computers and tape recorders for notes may be allowed with permission from the Reference Staff.

4. Researchers may not consume any type of food, gum, candy, or beverage when working with the collection.

5. Researchers must ask the Reference Staff for permission to photocopy, scan, or photograph any historical document. Permission may be denied if the material is too fragile or if the request is in violation of copyright law.

6. Researchers must handle the materials with extreme care, being careful not to lean on the materials or to rest anything on them. Pages must be turned gently, and photographic materials must be picked up by their edges.

7. Researchers must report any damages to the Reference Staff and should notify the Reference Staff when items are not filed in the appropriate subject folder.

8. Researchers assume full responsibility for conforming with the laws of libel, privacy, and copyright that may be involved with the use of historical materials.

9. Researchers must return the historical materials to the Reference Staff as soon as they are finished; the Reference Staff will return the materials to their appropriate storage locations. Researchers may be required to present their notes, photocopies, books, or other papers to the Library Staff for inspection before leaving the Library. The Library has the right to detain any researcher suspected of unauthorized removal of any historical materials (Wisconsin Statutes 943.61{4}) and will contact the local authorities.

10. Researchers must give proper credit to the Cudahy Family Library if any of the collection's materials are used in any form of publication with the standard credit line: *"Courtesy of the Local History Collection of the Cudahy Family Library, Cudahy, Wisconsin."*

    This shall not be construed as permission by the Cudahy Family Library to reproduce any materials in violation of copyright law or to use the materials in any tortuous way. It is the sole responsibility of the library patron to determine no copyright is violated and no use is illegal or tortuous. Two complimentary copies of any book, article, etc., in which the Library's materials are used shall be donated to the Library.

Cudahy Family Library
Local History Collection: Patron Registration Form

Please complete and submit to the Reference Librarian. Thank you.

Name (please print): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone:_____ Fax: _____

Email Address: _____

Driver's License #: _____ State where issued: _____

Library Card #: _____

Area(s) of Research:

I acknowledge that I have read and understand the policy, rules, and principles of use governing the use of materials from the Cudahy Family Library's Local History Collection and agree to abide by them.

Signature: _____ Date: _____

Staff initials: _____

Cudahy Family Library
Local History Collection: Photograph Reproduction Request Application & Agreement

Please complete this application and submit to a Reference Librarian. Thank you.

Photograph / Image _____

Conditions of Use

1. The Cudahy Family Library retains all rights to the reproductions, including the right to grant others permission to reproduce the photographs.

2. The reproduction is provided for reference use only and may not be sold or duplicated for sale. It will not be given to other institutions, businesses, or private entities that provide photographs for the public.

3. I will not copy the requested reproductions in any form and by any means nor will I allow others to do so.

4. I will not publish, display, reproduce, or broadcast this material in any format without first obtaining written permission from the Cudahy Family Library. An *Application for Permission to Publish / Broadcast* form must be signed and returned to the Cudahy Family Library in order to obtain a Letter of Permission before this image(s) can be published or broadcast in any medium. I understand that permission for reproduction may be refused in cases of donor restriction and copyright law violation.

5. I assume all responsibility for questions of copyright or literary rights that may arise.

6. I agree to pay all charges that may be incurred with this request (including shipping and the production of copy negatives that remain the property of the Cudahy Family Library.)

7. I agree to pay all usage fees that may be incurred when permission has been granted to publish or broadcast this material.

I have read and agree to the above conditions. I understand that failure to comply with these rules may result in the denial of future requests for reproductions. I am authorized to enter into this agreement on behalf of the organization named below and enter into this agreement on behalf of that organization and personally.

_____ Signature

_____ Print Name

_____ Agency/Organization

_____ Address

_____ E-mail _____ Telephone

Delivery method: ___ Mail ___ UPS/FedEX ___ E-mail

Fee _____ Date of Payment _____

Cudahy Family Library
Local History Collection: Application for Permission to Publish/Broadcast

Please complete this application and submit to a Reference Librarian. Thank you.

Title of Project _____ Release Date _____

Image(s)/Text Used _____

Name/Organization _____

Format: Title of Publication/Name of Producing Company:

___ Book/Magazine/Journal
___ Catalog/Brochure/Flyer
___ Newspaper Article
___ Film/DVD/Digitial Production
___ Internet
___ Other_____

Other Uses with Explanations:

Advertising _____

Exhibitions _____

Commercial Display _____

Presentation/Performance _____

Alteration of Original Image (beyond standard cropping):

___ Request to alter image

Describe the alteration: _____

Conditions of Use

1. I agree to use the requested reproductions or copies licensed herein only once and then only for the purpose stated on this application. Additional uses of the materials will require additional applications and fees.

2. I will not use or authorize others to use the materials or copies licensed herein, for any purpose whatsoever, including all forms of publication, broadcast, and electronic dissemination except as specially provided in this statement without first obtaining a written letter of permission from the Cudahy Family Library Director.

3. I agree to use the image(s) provided without significantly altering it/them through conventional or electronic means. Altering or manipulating the image(s) beyond standard cropping and resizing requires permission from the Cudahy Family Library.

4. I agree to use the credit line: *Courtesy of the Local History Collection, Cudahy Family Library, Cudahy, Wisconsin*. The credit information for digital files must be integral with the image as it is displayed so that downloading of the image includes the credit line.

5. In granting permission for publication or other use, Cudahy Family Library does not surrender its right to exhibit, publish, or otherwise reproduce the materials, nor to grant permission to others to do so.

6. I understand that there may be fees for using this material and I agree to pay any charges required by this request.

7. Two copies of the publication/project shall be donated to the Cudahy Family Library. In the case of film, DVD copies are acceptable. When images and/or text is used on an Internet page, the Library must be notified with the URL address of the website and notified of all URL address changes. The web citation should also be made into a link to the Library's homepage.

8. I agree to defend and indemnify the Cudahy Family Library, its officers and/or employees or designate harmless from and against any and all liability, including costs and expenses, based on the violation of rights of ownership, infringement of copyright, or invasion of rights of privacy, or laws of libel, resulting from our use of such materials or copies licensed for use by the Cudahy Family Library.

9. I understand that the Cudahy Family Library makes no representation of exclusive ownership of the rights to any image. The use assumes all responsibility for conforming with the laws of libel and copyright, which may apply to the use of this material.

Note: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

I have read and agree to the condition above and understand that failure to comply with these rules may result in the denial of future requests for reproduction and licensing by the Cudahy Family Library. I am authorized to enter into this agreement on behalf of the organization named above and enter into this agreement on behalf of the organization and personally.

Signature _____ Date _____

Address _____

E-mail _____

Delivery method: ___ Mail ___ UPS/FedEX ___ E-mail

Fee _____ Date of Payment _____

Cudahy Family Library
Local History Collection: Research Request

Please complete and send your request with payment to the Cudahy Family Library. Checks or money orders should be made payable to the Cudahy Family Library and sent to 3500 Library Drive, Cudahy, Wisconsin, 53110. Thank you.

Date _____

Name _____

Address _____

E-Mail _____

Telephone _____

Information Needed by (date) _____

Fee amount sent _____ for _____ hour(s) of research services.

Delivery method: ___ Mail ___ UPS/FedEX ___ E-mail

Research Request: *Please be as specific as possible!*

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Cudahy Family Library
Local History Collection: Exhibition Waiver

Date_____

Name_____

Address_____

_____

Telephone_____

E-mail_____

Fax_____

I absolve the employees and the Library Board of Trustees of the Cudahy Family Library, the Cudahy Family Library and the City of Cudahy of any responsibility for damage to or theft of the display items exhibited.

Signature of Owner_____

Signature of Librarian_____

Cudahy Family Library
Local History Collection: Reproduction Fee Schedule

The prices are the use fees per image. All orders must be prepaid and all sales are final. Current postage/shipping charges will be added if appropriate. Most orders will be filled within 10-14 working days.

Reproduction Fees - Non-commercial Use

Research Photocopies on Letter/Legal Paper:

Black &White / Color copies	25 cents/copy (20 copies are included with research fee)

Digitally Scanned Images, includes the USB:

USB	$5.00 for first scan, $2.00 each for additional scans
Images sent to E-mail	$2.00 each

Prints from Slides/Negatives	Current price from Library's Vendor

Reproduction Fees - Commercial Use

Digitally Scanned Image, in any format, for use in:

___ Book/Magazine/Journal	$100.00
___ Catalog/Brochure/Flyer	$50.00
___ Newspaper Article	$50.00
___ Film/DVD/Digitial Production	$100.00
___ Internet	$100.00
___ Other_____	Consult with Reference Staff