



B&O Railroad Historical Society

Archives Sign in Form and Policy Acknowledgement for Volunteers

By signing below, I am acknowledging that I understand the following rules for access to the B&O Railroad Historical Society Archives and its collections in order to assist the society with its archiving work:

- Volunteers are asked to sign in and out each day to help the Society track the number of volunteer hours contributed by our members.
- No food at all or drink in an uncovered container in the document storage area or document work room.
- Pencils only will be used in the document storage area or document work room.
- No archival material is to be removed from the building without permission from the Archivist, VP Operations, President or Archives Manager of the day.
- Archival material removed from the building must be inventoried and signed out by the responsible party and cosigned by the Archives Manager or Society Officer present. A copy of this document should be filed in the Archives until the material is returned.
- Volunteers not working on long term projects should check with the Archives Manager of the day or Archivist for direction during a work session.
- No volunteer will work more than two hours on data entry work during a day unless they request to do so.
- Volunteers are to be compensated for the donation of their time with the ability to work on their own research requests for 2 hours a day during a work session.
- Volunteers will not be charged for scans made at the Archives of historic materials, but they may be requested to provide the cataloging entry for the item in question.



- Volunteers are asked to follow the instructions and guidance of the Archivist, Archives manager of the day or their designee on the proper handling of various media at the Archives.
- Volunteers are encouraged to provide suggestions to improve Archives operations or the collection.
- Archives volunteers are requested to not encroach on the work space for other Society departments in the building (e.g., Company Store), unless they have the approval of the Archivist, other department head or Archives Manager of the day.
- Archives volunteers are requested to take home all personal belongings that they bring with them to the archives.

Acknowledgement

I understand that failure to respect these rules or willful damage or theft of material from the B&ORRHS will result in my research session being terminated immediately and I will be asked to leave the property. Further action will be communicated to me in writing if necessary.

Signature

Date

Printed Name

City

State

Zip

Phone Number(s)

This document needs only be filled out once and filed by the volunteer and B&ORRHS respectively. It will be kept on file for as long as the individual is an active member of the B&ORRHS in good standing and wishes to volunteer at the Archives. These documents will be reviewed annually and shredded and discarded if the individual has not attended a work session for over a year and/or has dropped their membership in the B&ORRHS. Exceptions to the membership requirement may be made on a case by case basis by a Society Officer, the Archivist or Manager of the day or their designee.