



Zdunic Archive Policy

The Margaret Zdunic Michigan Railroad Archival Library maintains a collection of archival materials related to Michigan Railroad History. All archival materials accepted by the Margaret Zdunic Archives at the Michigan Railroad History Museum shall be cataloged in a timely manner and preserved in accord with acceptable archival practices.

Criteria for Acceptance:

- Materials must be related to railroading in Michigan or Michigan railroad structures, equipment, or personnel.
- Materials may be individual documents or part of a collection.
- Materials must become the exclusive property of the Michigan Railroad History Museum with **no restrictions on their use or disposition**. A signed release from the donor is required.

Criteria for Use:

- Archival materials shall be used in a manner that insures their safety from damage or theft. Specific procedures have been prepared and are adhered to strictly.

Criteria for Disposition:

- Duplicate archival materials or materials not related to Michigan Railroads may be disposed of by sale or by sale or exchange with another archive after review by the archivist in charge, or a knowledgeable Acquisitions Committee member.
- Items having a value in excess of \$50.00 will require Board approval prior to sale or trade.
- Purchaser of archival material shall be given a receipt for the purchase price and a duplicate of receipt shall be submitted to the treasurer with the cash or check.
- Funds from any sale of duplicate or inappropriate archival materials shall be used to fund the operation of the Margaret Zdunic Memorial Archives.

Archive Use Policy

- Materials must be accessed through either the **Archivist** or **Facility Coordinator** at the Michigan Railroad History Museum.
- Hours are **by appointment**. Every attempt will be made to accommodate persons wishing access to materials. Appointments can be made for daily use including evenings and weekends.
- Only laptop computers or notepads with pencil are allowed at the research table. Pens, briefcases, handbags, backpacks, computer cases, and similar totes are not permitted.
- Food and Liquids are **not permitted** in the Archive or Library under any circumstances.
- Memorabilia will be removed from folders prior to collection use. Persons using the collection will be made aware of the existence of memorabilia and arrangements will be made for their copy.
- On-site copy service is available for a nominal copy fee.

Adopted February 2000