

11-6-07

Memorandum of Understanding (revised)

On Sept. 22, 2007, a meeting was held with members of the Antiquarian and Historical Society and the director of the Culver-Union Twp. Public Library. A summary of this meeting follows:

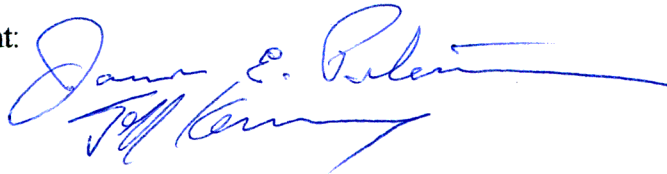
1. There were no exceptions taken to the museum agreement between the Culver-Union Twp. Public Library board and the Antiquarian and Historical Society of Culver of July, 2006.
2. Joint website – The local history section of the CUTPL website will incorporate a specific link to the AHS website and vice/versa. The AHS and CUTPL will have joint rights to contribute and use materials on the local history of the CUTPL website. Information is not proprietary to the CUTPL, but the intent of copyright statement is to prevent misuse of images and articles regardless of where the originals are kept.
3. A designated member or members of the library staff will have access to the portion(s) of the AHS' Past Perfect software that pertain to the museum collection. The AHS will provide an approved list of AHS members who will have access to the private portion of their software program Past Perfect. This list will be made available to the library. The AHS reserves the right to password protect the membership and other sensitive portions of the program.
4. The AHS and designated staff from the CUTPL will cooperate in regard to group tours visiting the museum. Pre and post visit information packets may be developed and materials will be grade and/or age appropriate.
5. The CUTPL director and/or history dept. head has the authority to accept donations/acquisitions for the AHS. The director/dept. head will fill out the appropriate form, secure the donation, and inform a representative of the AHS Accessions Committee in a timely manner, so that the donation can be retrieved by the AHS. At that time, the AHS will be responsible for communications with the donor.
6. The representatives present at this meeting agreed to consistent advance notification of meetings that are necessary to the development of strong communication between both groups. Both organizations need to be apprised of any changes in design, accessions policies, staff/committee members, etc. This will help both parties in delivering cohesive information to the community.
7. The office space in the museum is designated for CUTPL history department and AHS staff. Members of AHS will have access to a desk in the office for AHS during business hours of the library. Access shall be available before/after hours

with advance notice to the director. The AHS agrees that the approved CUTPL staff member or members may work with the AHS collection, provided that objects from that collection are not to be removed from the designated research space. Unless otherwise approved by the AHS, museum displays and artifacts are to be under control of the AHS. Items not in current use in the museum or research areas are to be accessed only by members of the AHS, with the exception of items being received as donations.

8. The display that is in the elevator recess of the lower lobby will remain after the museum renovation is completed. If AHS decides to move said display, they will be responsible for repairing and repainting the walls.

Submitted by the Executive Committee of the AHS Board

AHS members present:
Jim Peterson
Bob Kreuzberger
Fred Karst



Library representative:
Carol Jackson, director.

