

**DRAFT (April 22, 2018)**

**Agreement between the City of Brisbane and the  
San Mateo County Library System  
concerning the Brisbane History Collection and the Brisbane History Room  
located in the Brisbane Library due to be completed in 2019/20**

In order to establish the specific responsibilities of the City of Brisbane ("City") and the San Mateo County Library System ("Library System") concerning the City's History Collection ("History Collection") and the Brisbane History Room ("History Room") in the new Brisbane Library ("Library"), City and the Library System agree to the following principles:

1. The History Project is a City and Library System collaborative endeavor to preserve and share the rich history of the Brisbane community.
2. As the owner of the Library, the City has permanently dedicated one of its rooms to the History Project.
3. The design and purchase of the original furniture and equipment of the History Room will be an integral part of the Library construction and interior furnishings implementation agreement between the Library System and the City.
4. The cost sharing of the repair, maintenance, and replacement of the furniture and equipment in the History Room will be governed by the Joint Facility Agreement between the City and the Library System.
5. The historical artifacts, including books, manuscripts, photographs, videos, digitized materials, posters, etc. are the property of the City, and any decision regarding such artifacts must have the approval of the City. When the historical artifacts are located in the History Room they remain the property of the City and will not be considered part of the Library collection.
6. The City intends to store historical materials not placed in the History Room in its other facilities such as the archive room in City Hall where such historical materials will be preserved in a safe and retrievable manner.
7. The City in consultation with the Citizen's History Committee and Brisbane Library System staff will work collectively on deciding which materials should be on display and accessible in the History Room. A rotating schedule will be established so that the History room retains a lively and continuously interesting presentation of Brisbane history.
8. The Library System's professional staff assigned to the Brisbane Library will have sufficient knowledge of the Brisbane historical collection so that the staff

may assist Library clients in the productive use of the material. It is anticipated that clients will range from serious researchers to elementary school children.

9. The County Library System's Library staff will exercise appropriate oversight and careful monitoring of the contents of the History Room so that materials are properly protected. If there are events or circumstances in the Library during which the Historical Collection could be at risk, the Library System staff will close off access to the History Room.

10. The City shall cooperate with the Library System's history consultant or other designated staff on matters regarding the History Collection and the History Room itself. The City may need assistance in designing the most effective information retrieval processes for its archived collection.

11. The City will establish criteria and a process for accepting new materials into the History Collection, utilizing gift deeds or other legal documents when appropriate. If potential donors initially contact the Library System staff, the staff will refer them to the City.

12. The City shall take financial responsibility for the acquisition, preparation, and maintenance of Brisbane historical materials. For example, the City plans to digitize its collection of old photos, newspapers (Brisbane Bee), documents, etc.

13. Brisbane's History Project, which is more comprehensive than the History Room, may receive financial contributions from grants, non-profit organizations, individuals and businesses as well as the City. The City and the Library System will work together when appropriate in the search for funding.

14. Each of the parties to this agreement will designate a staff member at all times to represent their interests in the cooperative implementation of this agreement. The designations will be made by the Director of the San Mateo County Library System and by the City Manager of the City of Brisbane.

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Director, San Mateo County  
Library System

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City Manager, City of Brisbane

Date \_\_\_\_\_

Date \_\_\_\_\_