

**Proposed tasks for the History Committee to make recommendations on:**  
**for submission to the Council History Subcommittee** (edited by Ray Miller)

1. Develop a Mission Statement;
2. Develop guidelines for the accession of materials into the City's collection, including the use of a Deed of Gift;
3. Develop guidelines for maintenance of materials in the City's archive room;
4. Develop a set of ideas for the furniture and equipment needed in the new library's History Room;
5. Develop a funding program for collecting, organizing, and maintaining relevant materials, including digitizing the *Brisbane Bee* and reformatting existing audio and video mediums into computer compatible formats;
6. Develop a program to encourage oral and visual historical contributions from members of the community;
7. Work with the School Districts to determine the types of resources most appropriate for student projects;
8. Create a Memorandum of Understanding **between the City and the Library System regarding** the use of the History Room. It should include:
  - a. Who will pay for and **maintain the furniture and equipment**
  - b. Who will have access to room and when
  - c. What responsibility Library Staff will have in **caring for the** resources in the room
  - d. What type of training the Library staff will have on the resources in the room
  - e. **Recognizing that the City owns the resources in the room and that all decisions regarding the resources in the room must be made jointly by the City and the Library**
  - f. An agreement on identifying the point persons for the City and the Library on all matters regarding the room
  - g. Commitment on the part of both parties to collaborate on what historical materials should always be available and on rotating exhibits
  - h. What type of cooperation the City and its committees can expect from Library staff as the former plan and implement the history project
  - i. A security program to protect the historical resources in the room.