Shaw Historical Library
Criteria for Donating Materials

The purpose of the Shaw Historical Library is to contribute to a deepened appreciation for the “Land of Lakes” area and its people. The Land of Lakes is generally defined as the geographical area of south central and southeastern Oregon, northeastern California and northwestern Nevada. The Shaw Historical Library attempts to achieve its purpose by serving as a depository for historical and scientific books, works of art, maps, personal and family papers and organizational records relating to the area.

Types of Materials we Archive

Since the Library was founded in 1983, the majority of the library’s collections have come from donations by library patrons and other people with ties to the “Land of Lakes”. The Shaw Historical Library welcomes these donations and works to preserve and share these materials with scholars, researchers and other patrons.

Types of Materials We Collect

The Shaw collects materials in the following categories:

1. Western Migration
2. Western Trails
3. Western Exploration
4. Western Railroad History
5. Western Native American History
6. Information about the Japanese Internment in WWII
7. General History about the American West

The library also accepts donations of personal and family papers, and organizational records, related to the region.

Types of Family Papers we Archive

Personal and family papers include: letters, diaries, speeches and lectures, albums and scrapbooks, memoirs and reminiscences, photographs, professional files, genealogical information, films, video tapes and audio tapes.

Types of Organizational Records we Archive

Organizational records include: articles of incorporation, constitutions, bylaws, correspondence, planning documents, architectural records, legal documents, diaries, minutes of meetings, reports, memoranda, newsletters and other publications, directories, financial documents, press releases, membership records and research and subject files.
Criteria for Acceptance of Documents

Considerations for accepting an offered gift to the Library include:

1. The importance of the gift for the overall development of the collection as articulated by the mission of the library
2. The appropriateness of the gift for the Shaw Historical Library as compared to other institutions
3. The uniqueness or availability of the offered material
4. The rare, or unique, characteristics of the material
5. The research value of the material
6. The restrictions on the handling, processing and storage or access to the materials placed by the donor
7. The cost of processing, preserving, providing access to and storing the offered materials
8. The prestigious or historical importance associated with the donor.

The Shaw Historical Library encourages possible donors to speak to a librarian about all materials, both published and unpublished, fitting within the Library’s collection areas. Definitions of historical importance and research value change constantly and are often not easily recognized.

Transfer of Materials

Arrangements are made to have books, papers and records transported to the Shaw Historical Library after working with donors to identify materials appropriate for preservation. Legal transfer of materials from the donor to the library occurs when the donor review and signs a gift agreement formally making a gift of the materials to the library.

Restrictions on Materials

In the course of reviewing materials for donation, the Library or Donor may determine that some materials are sensitive in nature. The Library and Donor may determine that parts of the donation should be restricted to protect the privacy of the donor or others. Although the Library desires to make all papers and records freely accessible to researchers, the Library may agree to reasonable restrictions to donations.

Copyright

Copyright belongs to the creator of writings and other original works (such as photographs and music.) Or the copyright belongs to a person or entity that paid for the original work. Copyrights are legally transferrable. To enable scholars to quote readily from the Library’s collections, The Shaw Historical Library encourages the donor of materials to transfer any copyright which they may posses in the donated papers to the Library.
Current Copyright Law

1. Works published from 1909 through 1921.

The initial copyrighted term of the work was 28 years from the date of publication. If the copyright was renewed during the 28th year, the copyright was extended for an additional 28-year period. Proof of copyright ownership is required.


The initial copyrighted term of the work was 28 years from the date of publication. If the copyright was renewed during the 28th year, the copyright was extended for an additional 67-year period. Proof of copyright ownership is required.


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The following rules apply to published and unpublished works:

- For one author, the work is copyright-protected for the life of the author plus 70 years.
- For joint authors, the work is protected for the life of the surviving author plus 70 years.
- For works made for hire, the work is protected for 95 years from the first publication or 120 years from the date of its creation, whichever is less.
- For anonymous and pseudonymous works, the work is protected for 95 years from the first publication or 120 years from the date of its creation, whichever is less. (However, if the author’s name is disclosed to the U.S. Copyright Office, the work is protected for the life of the author plus 70 years.)

Monetary Appraisals

It may be possible for a donor to take a tax deduction for the donation of a manuscript collection to the Library under certain circumstances. Donors should talk with a tax accountant about the extent that the donation is tax deductible. Under current Oregon Law, the Shaw Historical Library is not allowed to provide tax advice or appraise the monetary value of a donation. It is the donor’s responsibility to arrange for and bear the cost of any appraisal.

Please contact us by phone at (541) 885-1686 or via email us at shawlib@oit.edu to let us know that you would like to consider a donation to the Shaw Historical Library.