



# ARC (Area Research Center) Transfer FAQs

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## Introduction

Wisconsin Historical Society (WHS) and the UW System Libraries enjoy a special relationship. Many WHS archival and manuscript collections are housed in the archives of University of Wisconsin campuses, called Area Research Centers.

WHS collections may be temporarily transferred from WHS to an Area Research Center or from one Area Research Center to another. The transfer of collections enables researchers to the holdings of WHS and all UW System archives at the most convenient ARC location.

## FAQs

### (1) What archival and manuscript materials do not transfer through the ARC Network?

- WHS will not transfer:
  - Original films or video tapes
  - Original audio recordings
  - Rare Books
  - Maps
  - Blueprints / architectural drawings
  - Photographs
- Some ARCs will transfer these formats, some will not. You are advised to contact the lending ARC for more information.
- High use records are not transferred. These include vital records and naturalization records.
- City directories and other frequently used reference sources.

### (2) What if I need any of the types of materials listed above?

- You are always welcome to travel to the holding repository to use resources on site.
- Some of WHS's photograph collections are available on the Wisconsin Historical Images Database:  
<http://www.wisconsinhistory.org/whi/>

- Some ARCs offer remote research services for free or for a fee. Contact the ARC holding the materials for more information.
- Some ARCs will copy materials upon request for a fee.

### (3) How do I request the transfer of materials to UWEC's Special Collections & Archives?

- Find information about the desired collection in ArCat or the online catalog. Note the author of the materials, the call number, and the number of boxes you would like.
- Fill out the [online form on the Special Collections & Archives Website](#) the paper form in the Special Collections & Archives.

### (4) How long will I have to wait for the collection to arrive?

- Usually three to four business days. We will email you when the collection arrives.

### (5) I want to request a really big collection. Is that a problem?

- Lending repositories will usually send a maximum of 5 – 10 boxes of a collection at a time. Be sure to talk to archives staff about scheduling shipments of material to accommodate both your needs and the ARC's needs.

### (6) How long can the collection stay at UW—Eau Claire.

- Usually 30 days. Extensions may be granted by the lending ARC.

## More Questions?

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