



ARC (Area Research Center) Materials Transfer FAQs

library.archives@uwec.edu ■ (715) 836-2739 ■ <http://www.uwec.edu/Library/archives/index.htm>

Introduction

The 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 access 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. Some ARCs will copy materials upon request for a fee. Contact the ARC holding the materials for more information or ask us to inquire for you.

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

- Find information about the desired collection in the library's online catalog. Note the author of the materials, the call number, and the number of the boxes you would like.
- Click on the link in the record, *Request to view in a Reading Room*. Choose the location *UW-Eau Claire (McIntyre Library, Special Collections and Archives)*. Click continue and fill out the required information on the form. Click *Submit*.

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

- Usually three to four business days. We will email you once 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, but extensions may be granted by the lending ARC upon request.

More Questions?

Contact:

Greg Kocken, Head of Special Collections and
University Archivist

715-836-3873

or

Lark Keating-Hadlock, Assistant Archivist

715-836-2739

Email: library.archives@uwec.edu