The Archives Task Force is grateful for the response to our previous call for contributions to the web resource repository! The documents and educational materials apply to all institutions, collection sizes and types, and aids CARLI members in assessing, planning, and maintaining archival collections in ways that prioritize both care and access. The received documentation is available on the [Archives & Special Collections Resource Page](https://www.carli.illinois.edu/products-services/collections-management/archives-special-collections-resources).

We seek additional submissions of PDF copies of forms, policies, procedures, and guidelines used in managing archival collections. Materials for all categories under Forms on the Resource Page are welcome, *but we are particularly interested in Research and Reading Room*:

* Copyright, Permission to Publish, and Reproduction
* Deeds of Gift
* Loan Agreements
* Mission Statements and Collection Development Policies
* Processing
* Records Management
* Research and Reading Room
* Transfer Agreements

We want to learn from each other and build on the existing work of CARLI members! As part of this process, the Task Force will make monthly calls for CARLI members to send in their documentation relating to each topic. The documentation will then be reviewed by Task Force members for possible inclusion in the webliography. We will be asking for other types of documentation later this spring, so more to come.

Guidelines for submitting your forms to the Archives & Special Collections Resource Page:

• The originating agency will submit their forms via e-mail attachment to CARLI Support (support@carli.illinois.edu)) as Word or PDF documents. CARLI Archives Taskforce members will rename the document to clearly identify the type of form and the donating institution, i.e., "Photocopy Request - Illinois State University." We will also change Word documents into PDF documents before loading to the Web Resource Repository

• The forms will be organized by type of form, not by repository.

• Forms submission should be accompanied by an e-mail giving CARLI permission to place the forms online. This does not have to be formal, but the note about permission must be clearly stated in the e-mail.

• It will be the responsibility of the originating organization to send updated forms to CARLI

• Originating agency can request that forms be removed at any time; however, a reasonable amount of time should be allowed for the request to be completed.

Please send any questions or comments to CARLI Support at support@carli.illinois.edu.