Friends of the LA River records (LA River Bikeway): Risk Assessment Report

Collection
Library Special Collections. Collection 2215. Friends of the Los Angeles River Records. LA River Bikeway, Box 26, Folder 2-5.

Description
The folders consist of maps, newsletters, brochures, photographs, correspondence, newspaper clippings, and Los Angeles City and County documents. All of these items relate to the implementation and use of bikeways along the Los Angeles River from 1990-2011.

Division
Collection 2215 is part of Library Special Collections.

Note
Between the folders, 58 items have already been digitized by the previous CFPRT digitization student. For this risk analysis report 14 items were sampled, each representing a different “type” of item, i.e. format, creator, published, unpublished, etc. An example of this sampling is a newsletter from FoLAR, flyer by North East Trees, etc.

Research
Reviewed material and observed assorted creators. The collection contains a deed of gift describing transfer of copyright only for materials created by or commissioned by FoLAR. These folders consist of published and unpublished material created between from 1990-2011.

The unpublished material ranges widely in its content. Folders 2 and 3 contain several beautifully illustrated flyers, brochures, maps, and newsletters created by FoLAR and its partner organizations. While the FoLAR documents are covered in the deed of gift, it is safe to assume that documents produced by organizations like North East Trees and the Los Angeles County Bicycle Coalition are covered by copyright and would require permissions. The two sets of photographs in these folders appear to have been created for personal use (printed on Kodak paper, composition, content) and donated to FoLAR. Some of these photographs have dates and “FoLAR” written on the back. In folders 2, 3, and 5 there are several documents which can be best described as “internal” municipal government documents. These consist of interdepartmental correspondence, drafts of funding bids, flyers promoting bids and candidates, and unpublished internal fact sheets for LA River projects. Because these documents were created by municipal governments for projects which are still ongoing, it is safe to say that they are under copyright and perhaps even confidential. The majority of these documents have a Los Angeles City, County, or departmental seal.

The published material consists mostly of newspaper clippings and city brochures. The newspaper clippings date in range from 1990-2011 and thus do not belong to the public domain. The newspaper clippings are all from large publications newspapers, such as the Los Angeles Times and Burbank Leader. The majority of the newspapers included are still in print. The folders also contain several city brochures. These brochures, published by the parks and recreation departments of various cities, describe bike paths and particularly highlight bikeways along the river. These brochures do not have a clear date of publication, but it is clear that
they were printed and distributed among the community. It can be assumed that they are covered by copyright. Like the internal city documents mentioned above, the brochures are marked with an official city or departmental seal.

The LA River Bikeway folders contain two distinct risk levels; medium and low. These folders do contain a significant amount of documents which were recently created by municipal governments or recently published by major newspapers. These items can be categorized as medium or even high risk. These documents are perhaps not suited for digitizing/publishing by Library Special Collections. On the other hand, these folders also contain many documents created by FoLAR or by partner institutions. The items created by FoLAR would be no risk to digitize and publish. As many of the partner institutions are non-profits, a simple permissions letter would most likely be successful in securing digitization rights. I am assigning the evaluation for LA River Bikeway folders as a flexible cumulative average because the individual items have such a high variance of risk. Separate plans of action may be required for different types of documents within these folders.

| Evaluation | Medium risk |

### Have you done your due diligence and checked the:

- ☒ Collection file
- ☒ Deed of gift
- ☐ Ancestry database
- ☐ HRC Watch and FOB File
- ☒ Google (cursory search)

### Does this selection contain:

- ☒ Published material(s)
- ☒ Unpublished material(s)
- ☒ Copyrighted material(s)
- ☐ Orphan material(s)
- ☐ Material(s) in the public domain
- ☐ Material(s) licensed under Creative Commons
- ☒ Material(s) with copyrights transferred to the UC Regents

### Recommendations:

- ☐ Additional research needed
- ☒ Draft permissions letter
- ☒ Draft fair use statement
- ☐ Move project to Digital Project Holding Stage

### Actions:

- Drafted by Tori Schmitt | January 20, 2015
- Reviewed by Jasmine Jones | January 23, 2015
- Approved by Heather Briston | January 27, 2015
- ☒ Print report and add to the collection folder