



**Petoskey**  
DISTRICT LIBRARY

## **Local History Room Policy:**

***Approved: April 30, 2015***

### **Mission Statement:**

The mission of the Petoskey District Library (PDL) Local History Room is to preserve the history of the communities of Petoskey and Emmet County, Michigan.

PDL will preserve and maintain these materials for future generations by using accepted preservation methods, and providing access to the materials under safe and secure conditions. The library will work in conjunction with other Local History entities, such as historical societies and libraries, to educate the public on the holdings of the collection and on the history of Petoskey and Emmet County.

### **Scope of the Collection:**

The focus of the collection will include materials about the history of Petoskey and Emmet County, Michigan, and, to a lesser extent, materials about the surrounding geographical areas of Charlevoix and Cheboygan Counties, and the Great Lakes Region, to set Petoskey and Emmet County within their historical context.

Genealogical records and family histories pertaining to founders and/or pioneer families of Petoskey and Emmet County may be collected.

### **Selection Policy:**

The Local History collection will include books, documents, maps, memorabilia, genealogical records of founding families, slides, microfilm, newspapers, news clippings, photographs (framed and unframed), as well as a local author collection. Three-dimensional objects and electronic and digital formats will be considered if they fit within the mission of our collection.

The Local History Collection does not contain government records, such as City Council meeting minutes or Board of Education meeting minutes, or day-to-day business records.

### **Selection Criteria:**

The PDL Local History Collection will include:

- Materials that record the history and ancestry of Petoskey/Emmet County founding and/or pioneer families
- Materials that record the history and contributions of prominent individuals who have lived in or served in Petoskey/Emmet County
- Materials that preserve the histories of local clubs, organizations, schools, churches, businesses, and institutions of Petoskey/Emmet County
- Materials that record the history of the community
- Artifacts or objects that support the history of the community, its people, and/or its institutions
- Other items that meet the scope of the collection

Other criteria include:

- Relevance to the histories of Petoskey and or Emmet County, Michigan
- Uniqueness and historical value of the item



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- Physical condition of the item
- Space constraints for storage of the item
- Time needed to arrange the collection for use
- Signed “Deed of Gift”

### **Gifts:**

The library welcomes donations to its Local History collection, in accordance with the Petoskey District Library Gift Policy.

Materials that do not fit within our policy will be referred to local historical societies. The library reserves the right to decline gift offers.

Donors must sign a “Deed of Gift” transferring ownership, and copyright, if applicable, to the Petoskey District Library. The donor and the library each retain a copy of the deed of gift.

Once a donation has been made, the library reserves the right to decide how the item will be displayed or stored, how the item may be used, and how long the item will be retained.

Materials in the Local History Collection may be scanned and placed on the Internet for viewing, may be moved to another location within the library, and may be withdrawn from the collection if deemed no longer appropriate to the collection.

### **Preservation and Maintenance:**

Local History materials, when appropriate, will be preserved in acid-free folders, enclosures, and containers. The collection will be maintained in a clean, safe, and secure environment.

### **Discarding Materials:**

PDL reserves the right to withdraw materials. Withdrawn items may be returned to donors, offered to other depositories, donated to the Friends of the Library, discarded, or sold.

### **Access:**

- The Local History Room is open to the public during library hours.
- Materials in the locked cabinets may be obtained from the room by Library staff
  - Materials must be used in the Reference area
  - Library staff may request and hold valid identification such as a driver’s license or library card while material is being used
  - Library staff will note the materials being used and by whom
  - Materials must be returned directly to Library staff at the Reference Desk
- Library staff may refuse to allow photocopying of rare or fragile materials, but may allow digital photographing
- Books will be left on the table for reshelving by Library staff after use
- No food or drink is allowed in the Local History Room
- The Local History Room may be used for small meetings or programs at the discretion of the Library Director
- Local History collection items that are catalogued as circulating materials may be borrowed on a valid library card in accordance with the Library’s Circulation Policy