

Pinckney Community Public Library
Policy Proposal: 3/20/2013
Approved: 3/20/2013

LOCAL HISTORY ROOM & COLLECTION

The purpose of the Local History Room is to house materials that record the history and development of Pinckney, Putnam Township, and surrounding areas as they pertain to Pinckney's past. Local history room materials will be limited to those relating to Pinckney & Putnam Township's history and formation.

The collection will contain a range of formats including, but not limited to: books, newspapers—print & non-print formats—pamphlets, maps, photographs, prints, electronic database and other forms of publications that may be indexed or cataloged. Materials providing instruction relating to genealogy, local history, preservation and oral history will also be included. Due to the nature of this collection, materials must be used in the Local History Room and cannot be borrowed or taken out. (See NON-CIRCULATING MATERIALS section under the CIRCULATION POLICY section of this manual.)

A. DONATION TO THE LOCAL HISTORY ROOM COLLECTION

Materials that reflect the history or development of our local area may be accepted, but a pre-donation interview or call must be made to determine the suitability of the gift, as we are not a museum.

Each transfer of ownership from a donor to the Pinckney Community Public Library should be clearly documented in writing. This transfer establishes the library as the legal owner, and includes the date of transfer, donor's name and address, and a statement that the Library will be responsible for managing the gift.