



# Policy Manual

## COLLECTION POLICIES

### Policy C9: Local History Room Collection

The purpose of the Local History Room is to house materials that record the history and development of Novi, greater Oakland County and surrounding areas as they pertain to Novi's past boundaries. Local history room materials will be limited to those relating to Novi's history and formation.

The collection will contain a range of formats including, but not limited to: books, newspapers on microfilm, pamphlets, maps, photographs, prints, electronic databases and other forms of publications. 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.

#### **A. Donations to the Local History Room Collection**

Each transfer of ownership from a donor to the Novi Public Library's Local History Room should be clearly documented in writing. This transfer establishes the library as the legal owner, and includes date of transfer, donor's name and address and a statement that the Library will be responsible for managing the gift (see form F2 included in this Policy Manual). This will be followed by a letter of thanks to the donor. Novi Public Library has the right to decline any donation which does not fit the scope or purpose of the Local History Room.

Approved: September 16, 2009; Amended: May 1, 2010

Signed:

A handwritten signature in cursive script that reads "Lawrence A. Kilgore".

Lawrence A. Kilgore  
President  
Novi Public Library Board of Trustees