

# Policies

## Local History Room

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

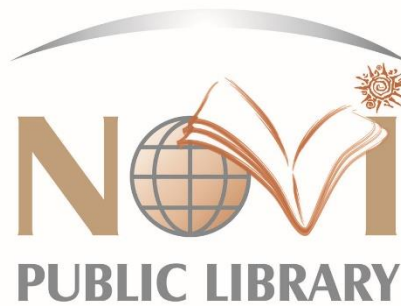
The collection will contain a range of formats including, but not limited to: books, newspapers on microfilm, pamphlets, maps, photographs, prints, electronic databases and other forms of publications. Materials providing instruction relating to genealogy, local history, preservation, and oral history will also be included. Due to the nature of this collection, materials must be used in the Local History Room.

## Donations

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. 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.

## Removal of Items

There will be a brief description of each item to be removed, and reason for removal. This information will be retained in the Local History Room. Items to be removed can be offered to other repositories w



### Deed of Gift

I/We \_\_\_\_\_ hereby give to The  
(donor)

Novi Public Library as a part of its collection, the books, records, and property more particularly described below and on any attached schedule, which was transferred to the Novi Public Library Local History Room on \_\_\_\_\_.

(Description)

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**Property Rights.** Upon transfer to the Novi Public Library, the above described property is granted irrevocably and absolutely to the Novi Public Library.

**Copyrights.** Any copyrights such as the donor may possess in any donated manuscript materials or in any other property in the custody of the Novi Public Library are hereby dedicated to the Library for use by the Novi Public Library and the public.

I/We agree that any materials in the above described gift donated to the Novi Public Library found to include printed or other materials deemed inappropriate for permanent retention may be disposed of by the Novi Public Library in accordance with its selection policies.

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Donor(s)

Date