

# PORTAGE DISTRICT LIBRARY

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## Heritage Room Policy

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1. Materials may be added to the Heritage Room Collection through gifts, purchases, or trades from individuals and institutions or by deposit from governmental bodies.
2. The Heritage Room Curator reserves the right to reject materials or refer them to other institutions if they are deemed to be unsuitable for the Heritage Room Collection by reason of subject or format.
3. A *Deed of Gift* Agreement must be signed by both the Heritage Room Curator and the Donor for every donation received by the Heritage Room. Any restrictions placed on the donation by the Donor must be clearly stated on this *Deed of Gift Agreement*. Items left without directions or information from the donor will be treated as a “gift” and fall under the guidance of Heritage Room Policy number two and number eight.
4. All collections in the Heritage Room shall include an accession number and, unless anonymity is requested, the donor’s name.
5. All Heritage Room “reference books and material” shall be catalogued in the same manner as other library materials and shall receive a distinguishing stamp of “H.R.” Special care shall be taken in cataloging Heritage Room “reference books and materials” deemed to be of a unique historical character or of great monetary value.
6. The Heritage Room staff shall cooperate with other institutions to provide information about their collections for patron referrals.
7. The use of rare or fragile materials by patrons shall be determined by the Heritage Room Curator and may be limited under certain circumstances. Copies will be provided in lieu of primary source materials when those original materials are determined to be too fragile for use.
8. Heritage Room Collection materials may not be loaned from the Portage District Library without the written permission of the Heritage Room Curator, and the prior approval of the Portage District Library Director.
9. Items which are accepted into the Heritage Room Collection become the sole property of the Portage District Library. Any item determined to be outside the scope of the Heritage Room Collection may be separated according to the terms of the *Material Disposition Form*, which accompanies the *Deed of Gift*. Separation will take place only after review by both the Heritage Room Curator and the Portage District Library Director.
10. Materials placed in the Heritage Room Collection prior to January 1<sup>st</sup>, 1997, which do not meet the guidelines set forth in this policy, will be reviewed by the Heritage Room Curator as to relevance. Removal of material will need to be approved by both the Heritage Room Curator and the Portage District Library Director.

11. Items loaned to the Heritage Room shall be classified in the following manner:

- On loan for short term display not to exceed six weeks
- On loan for long term display beyond six weeks
- On loan for copying purposes, for a pre-determined time period.
- On loan for research purposes, for a pre-determined time period.

Each item will be documented in writing with a copy given to the loaner, a copy accompanying the item while in the possession of the Heritage Room and a copy placed in the Heritage Room's master loan file.