

# Heritage Room Collections and Use Policies

## I. Materials Acquisition

Materials may be added to the Heritage Room Collection through donations, gifts, purchases, trades from individuals or institutions or via deposits from governmental bodies.

## II. Donations

- A. The Heritage Room Coordinator will accept donations for the Heritage Room that: complement existing collections; add to the history of the immediate community, surrounding area and state of Michigan; and/or develop collections of specific interest to the general public.
- B. The Heritage Room Coordinator reserves the right to reject any donated material if said donated material is deemed to be unsuitable for the Heritage Room by reason of subject, format, condition or restrictions. Any donation that comes with a restriction will be reviewed by both the Heritage Room Coordinator and the Portage District Library Director to determine if said item(s) will be accepted or declined due to the nature of said restriction(s).
- C. Items accepted into the Heritage Room Collection become the sole property of the Portage District Library. If at any time after acquisition/donation an item is determined to be outside the scope of the Heritage Room Collection, it may be deaccessioned and disposed of according to the terms of the "Material Disposition Form" which accompanies the Deed of Gift.
- D. For every donation received, a "Deed of Gift" agreement will be filled out by the Heritage Room Coordinator and then signed by both the Coordinator and the Donor

## III. Drop-off Items

The acceptance of any material left in the Heritage Room without contact information (i.e. dropped off) will fall to the sole discretion of the Heritage Room Coordinator. If said material is accepted, a deed of gift will be created with the header "Unknown Donor." If the item(s) is/are determined to be of no use to the Heritage Room Collection, it/they will be properly disposed of after a two-week waiting period.

## IV. Loaned Items

- A. Due to space restrictions within the Heritage Room, historic items may not be placed on long term loan/storage. Any items loaned to the Heritage Room for copying shall be returned to the owner within one week. Any item loaned to the Heritage Room for display purposes shall be returned at the conclusion of the display run.
- B. All loaned items will be documented in writing including condition and length of loan and will be signed off by the loaner and the Heritage Room Coordinator. One copy will be given to the loaner; one copy will accompany the loaned item(s) and one copy will be placed in

the "loaned item" file. Upon return of the item, the loaner will sign off on the return and the Heritage Room copy will be retained for thirty (30) days after the item has been returned.

## **V. Use Policies**

- A.** The use of sensitive, rare and/or fragile materials by the general public shall be determined by the Heritage Room Coordinator. If an item is deemed to be as such that the original may not be used a suitable copy will be provided in lieu of the original.
- B.** All volumes located within the public space of the Heritage Room shall be catalogued in the same manner as all other Portage District Library materials and will receive a distinguishing label of "HR" on their spine label along with the pertinent Dewey Decimal number. Certain volumes deemed to be of historical significance shall receive a "archival catalog bookmark" in lieu of the spine label.
- C.** Certain volumes within the Heritage Room reference collection will be available for checkout and will be identified by a clear red tag placed over the spine label. All material available for checkout will follow the same standards as library material in the Adult Non-Fiction Collection. Items that do not contain a clear red tag are treated as reference and may not be checked out unless approved by the Heritage Room Coordinator or the Portage District Library Director.