

Circulation Policy 235

Local History Collection

Approved: March 22, 2005

Revised: April 13, 2018

The emphasis of the Local History Collection of the Spring Lake District Library will be on materials relating the history of Spring Lake Village, Spring Lake Township, Crockery Township, and Ferrysburg, as well as materials of a regional nature that encompass these areas. Other materials may also be included if they are judged to be pertinent to the scope of the collection.

The collection will be mainly, but not limited to, print materials and photographic images.

The Library will store these materials in such a way as to provide protection for preservation of materials as well as to allow access for use.

Only outright gifts will be accepted for this collection. Loans may be accepted for temporary use or exhibition at the discretion of the Library Director, but not as part of a permanent collection.

The Library reserves the right to decide which gifts should be added to the collection. The Library also reserves the right to give to other libraries or otherwise dispose of gift materials that are not added to the collection.

The Library Director will have final approval on the acceptance of all materials for this collection.

A library card is not needed to use this collection. Access to Local History materials will be allowed under supervision of library personnel.

Local History materials usually may not be checked out. Photographic reproduction of most Local History materials will be allowed if pre-approved by a librarian.