

## COLLECTION DEVELOPMENT POLICY

The Special Collections Department of the Presque Isle District Library is a repository for rare and unique materials pertinent to the heritage and collective memory of Presque Isle County, Michigan. These materials may be in the form of books, photographs, manuscripts, cemetery records, land records, maps, organization by-laws and minutes, diaries, journals, scrapbooks, oral histories, and personal papers of individuals. They are collected for research use by library patrons, students, community groups, and the general public. They are held in a secure area and stored in containers designed for record preservation and efficient use of space.

- Materials donated to the Library must be accompanied by a legal transfer of title (Donor Agreement) signed by the Library Director and the donor.
- Materials should be free of mold or mildew and organized in appropriate storage boxes and/or folders. Photographs should be identified and dated whenever possible.
- Newspapers and/or magazines are not accepted; however, pertinent articles in newspapers and/or magazines specific to Presque Isle County are accepted.
- Materials that do not reflect the Special Collections Department's collecting scope or do not possess sufficient archival value may be deaccessioned, subject to the documented terms of the acquisition, library regulations, and state and federal laws. Duplicate materials may be routinely discarded as well.

This collection development policy is designed to serve the mission and goals of the Presque Isle District Library and its Special Collections Department. The policy will be reviewed at specific intervals (to be determined by the Library Director), and changes made as needed to continue to meet the goals of the Library and the Special Collections Department.

The Presque Isle District Library cooperates with other collecting units in the community (township government, museums, and community groups), region (Alpena County George N. Fletcher Public Library, Besser Museum for Northeast Michigan), and state (Michigan History Center/Archives of Michigan). Such cooperation fosters economy and efficiency in resource allocation, and ultimately best serves the needs of patrons, community groups, students, and the general public.

**Adopted: October 5, 2017**

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