

## Local History Room Use Policy

### Policy Statement

The Clinton-Macomb Public Library (CMPL) provides the Donald W. Green Local History Room for local history research and education, and the preservation of personal history items.

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### Regulations

1. The Donald W. Green Local History Room, equipment and furnishings will be used for the purpose of local history research and education, preservation of personal history items, and related activities.
2. When not in use for local and personal history purposes, the room may be used for quiet study.
3. The room may be reserved by library staff and local history organizations that comply with the library's Meeting Room Use policy.
4. Some materials are locked at all times and may require assistance from a staff member for access.
5. Food or drinks are not permitted in the room.
6. Gloves should be used when using fragile materials and are available at the Adult Nonfiction Desk.
7. The library does not assume responsibility for any damage done to personal history materials as a result of using the digitization equipment. Customers should seek assistance from a staff member the first time using the equipment.
8. The person using the digitization equipment is responsible for all copyright and licensing issues related to the items being digitized or transferred to another format.

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Approved: February 15, 2023  
Clinton-Macomb Public Library Board of Trustees