

Local History Room Use Policy

Policy Statement

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

Regulations

1. The Donald W. Green Local History Room, equipment and furnishings will be used exclusively for the purpose of local history research and related activities.
2. The room may be reserved by local history organizations that comply with the library's Meeting Room Use policy.
3. A key may be obtained at the Adult Nonfiction Desk by anyone with a valid resident or guest library card in good standing. Visitors may provide a drivers license in exchange for a key.
4. Some materials are locked at all times and may require assistance from a staff member for access.
5. Food or drinks will not be permitted in the Donald W. Green Local History Room.
6. Gloves should be used when using fragile materials and are available at the Adult Nonfiction Desk.
7. Taping, stapling or tacking of materials to the walls or other furnishings is prohibited.
8. All materials in the Donald W. Green Local History Room are considered reference materials and may not circulate except at the discretion of a CMPL librarian.

Approved: September 17, 2008
Clinton-Macomb Public Library Board of Trustees