

Roseville Public Library Archive Donation Policy

Mission Statement

The purpose of the Roseville Public Library Archive is to acquire, preserve and make accessible to the public, material including, but not limited to, manuscripts, photographs, letters, diaries, business records, reports, minutes, maps, and personal papers. The materials should be relevant to the history of Roseville and Macomb County, Michigan. The Roseville Public Library Archive will be used for research, educational purposes, and exhibition.

Acquisitions

Documents and other materials that reflect current or past activities, events, places, organizations, institutions, and services within the community will be collected, organized, cataloged, and made accessible to the public. Materials (either originals or reproductions) included are yearbooks, diaries, pamphlets, newsletters, bulletins, periodicals, reports, letters, speeches, newspapers, manuscripts, documents, maps, atlases, clippings, microforms, postcards, photographs, photographic negatives, slides, films, videotapes, sound recordings, electronic materials, art reproductions and prints, posters, stereo views, genealogical records, minutes, memorabilia and ephemera such as commemorative programs and advertisements. All donated or collected materials will become the property of the Roseville Public Library. Museum objects are not collected, except in limited number for display or interpretation purposes. Inexpensive display objects to promote and interpret the collection may be acquired.

The Library solicits donations of local history materials from the community and from other sources and welcomes gifts. A provenance record of all donations is kept on file. Gifts become the property of the Library and are organized within the collection at the Library's discretion. The Library reserves the right to decide whether a proposed gift is to be added to its collection.

Photographs will be organized, cataloged, and prepared for storage. Photographs, at the discretion of the Library Director and/or librarian/archivist will be accessible to the public and may be accessible via our catalog or on the Internet.

Materials that will cost more than their value because of the need for repair or because of a format that requires unique shelving or storage may not be collected or accepted as donations.

Guidelines

The Roseville Public Library will not accept any donation that has special conditions as to retention or treatment. Exceptions may be made in rare circumstances; however approval for accepting such donations must be obtained by the director of the Roseville Public Library.

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The donor must sign a deed of gift transferring his or her property over to the Roseville Public Library Archive. In cases where the collection would fit better in a different institution, the Roseville Public Library may work with the donor to place it elsewhere.

The library will not do monetary appraisals for donors.

The library director and the Local History Archive librarian/archivist will make value judgments as to what we retain. The judgments will be based on how the material fits with our existing collection, who made the record, what kind of information the record offers, what the potential use and limitations of the collection might be, and whether the library will be able to conserve, preserve, and make the collection accessible. Our decisions are not intended to offend the donors or to suggest that their collections have no value. We urge donors to hold on to materials we reject or search for a better institution to house them.

Organization

Items that were not donated together as a single collection (one or more non-related items), will be dispersed among the ephemera files and/or the photograph collection according to subject or personal name. Individual files may be organized by type of documents or chronological order.

Deaccession

The Roseville Public Library reserves the right to reevaluate historical material and to carefully and judiciously deaccession and dispose of certain items from its archival collection in a manner consistent with professionally accepted standards. The Roseville Public Library Archives may decide to sell, exchange, or otherwise dispose of duplicate materials or materials that do not fall under its collecting policy.

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Photographic Policy

The Roseville Public Library retains all copyrights to the reproduced materials. Delivery of such reproductions shall not be construed as assignment or transference of copyright. Copies of archival materials are provided under this agreement for one-time use only (private research, study or display). A separate application must be made for permission

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to reproduce further or to publish in any manner. The statement “Courtesy of the Roseville Public Library Photographic Archive”: must accompany any use of archival materials. No reproduction of archival material shall be sold, published or further reproduced in any manner without prior written consent of the Roseville Public Library. The Roseville Public Library may refuse to approve any copying likely to damage the original records

As a public service, the Roseville Public Library arranges for the reproduction of materials from the Roseville Public Library Photographic Collection. Reproduction of items in the collection is performed at the patron’s expense. Any further reproduction is prohibited without the written permission of the Roseville Public Library. The Roseville Public Library reserves the right to refuse any request and to impose such conditions as it may deem advisable in the best interests of the collection. There is a per-item fee for the Roseville Public Library to provide photocopies or digitally scanned materials from its collections, or to have photo-quality copies made of photographs from its collections. The cost of making photo-quality copies of photographs is an additional charge determined by the vendor performing that service.

Reproduction Guidelines

- Credit must be given to the Roseville Public Library, in any and all formats, with the following credit line: **Roseville Public Library Photographic Archives.**
- The RPL charges use fees to support the preservation and maintenance of its collections. Use fees may be waived for personal use, private study, scholarship or research, by teachers or students for class instruction or assignments, or other uses determined by the library director. Other uses are subject to fees.
- The Roseville Public Library does not claim exclusive ownership of the rights to and has not determined copyright status for many of the materials in its collection. Therefore, the RPL is acting only as an owner of the physical item, and may or may not have in its possession a written conveyance for copyright from the creator or his/hers heirs. The user assumes all responsibility for any copyright research, clearance and violation.

Fees:

- Photocopies: library rate.
- Scans: fee will be determined by how the image is transferred (paper copy, attachment to email, scan to flash-drive, etc.)
- Photo print cost: subject to market price.
- All fees are subject to change.

Adopted by the Roseville Public Library Commission October 12, 2015