

Policy Statement

Through its Local History Room, the Comstock Township Library strives to provide the community with access to collected records and media of interest regarding Comstock Township, including its history, government, people, and businesses, and to support personal archival, historic, and genealogical research.

Regulations

1. Items housed in the Local History Room do not circulate, but are accessible via digital means or by in-library use to protect and preserve unique artifacts from wear.
2. At the discretion of the Local History Librarian, materials may be added to the Local History Room collection through donations or purchases. Donated materials are only accepted provided there are no restrictions attached to their use, display, or disposition.
3. The Local History Librarian reserves the right to reject any donations, if the donated material is deemed to be unsuitable for the collection by reason of subject, format, condition, or restrictions.
4. Materials which are accepted into the Local History Room collection become the sole property of the Comstock Township Library and will be available for use by the general public. If at any time an item in the collection is determined to be outside the scope of the Local History Room, it may be removed from the collection, see *Collection Development/Materials Selection Policy*.
5. The library seeks to collect written, visual, and audio records on, but not limited to, the following subjects. As this list is not definitive, and as records may vary, patrons are encouraged to speak directly with the Local History Librarian to share more details about the records they would like to donate.
 - A. The history of Comstock Township
 - B. The Township government and services
 - C. Comstock schools
 - D. Citizens and their lives within Comstock
6. The library seeks originals of most record types. If a patron wishes to keep originals of some documents, such as family photographs, copies can be substituted. The following types of materials are most desired for the collection:
 - A. Articles written by or about Comstock Township, its people or schools
 - B. Events and program files
 - C. Governmental meeting minutes and agendas

- D. Photographs, preferably with identifying information like names of people, date, location, and event
 - E. Video meeting the same identifying information criteria in readable formats
 - F. Township-led project files
 - G. Publications by Comstock Township
 - H. Reports on Comstock Township
7. The following materials have minimal historical value or are out of the scope of the Comstock Township Library's Local History Room. If patrons have record types listed below that they believe have value, they are encouraged to discuss them with an archivist:
- A. Information about the greater Kalamazoo area
 - B. Personal items of Comstock residents that do not lead to a better understanding of the Township's history such as personal bibles or other books
 - C. Audio recordings that are inaudible and/or unlabeled
 - D. Routine correspondence such as thank you notes, letters, etc.
 - E. Duplicates
 - F. Files of newspaper clippings and magazine articles not specifically about the Township, its people, or businesses
 - G. Photographs with no identifying information
 - H. Plaques, trophies, or other memorabilia
 - I. Videotape recordings that are inaudible, unviewable, and/or unlabeled

Approved: March 14, 2022
Comstock Township Library Board of Trustees