

Rare Books Policy

Purpose

Rare books, for the purposes of this document, are defined as individual books or other materials of exceptional value or rarity. Rare books may include, but are not limited to: autographed first editions, some leather-bound books, special format books, books of historical value or information and materials which require supervision for use. Collection of rare books is not a primary goal of the library. However, because some materials come into the possession of the library which are rare or of high monetary value, the following policy governs the location and treatment of these items.

Mission Statement of Rare Books

Rare books are materials which, because of their uniqueness, rarity or historical value are housed as separate non-circulating resources. The mission of the Rare Books Collection is to identify and preserve valuable materials. There is limited access to these books in order to protect them and maintain their value and integrity.

Rare Books Management and Development Policies

Sanilac District Library does not actively solicit or purchase rare books. Donations of rare books are not accepted unless the Director deems them to be of value to our community and adequate provisions may be made for their processing, housing and maintenance. Acceptance of rare books should not necessitate a reduction of allocated funds available to general library acquisitions. Books of specific local interest are more likely to be considered than those of general interest or merely high monetary value. Books or materials which are unique are more likely to be considered than books which are available elsewhere locally. Preservation work is done on an as-needed basis. If the needed expertise is not available at the library, a decision is made by the Director on whether to send materials for outside work. Materials in the Rare Books are not normally weeded from the collection, unless the item has deteriorated beyond the point of reasonable repair.

Requirements to Use Rare Books and Materials

Privileges are granted subject to the following rules:

1. Access to Rare Books is by appointment, during regular business hours. A designated staff person must be present.
2. **Public access to the original lighthouse logs is prohibited** due to their fragile condition. Currently, a project is underway to copy the logs. When completed, public access to these copies will be unrestricted.
3. Fully complete a separate "Request for Use of Rare Materials" form for each item you wish to see. The Rare Book Collection is located in an area closed to the public. The fragile condition and irreplaceable nature of many books and manuscripts may make it necessary for the Library to limit access, in many instances, to scholars who will be sharing their research with the general public through subsequent publication.
4. Bring a current photo ID (driver's license, state identification card, or other picture ID that includes contact information). Additional identification may be required, such as a letter of introduction from a university or a research library, etc.

All patrons must adhere to the following procedures:

1. Wearing gloves is mandatory when handling the lighthouse logs or other materials as designated by the library director.
2. Hands must be clean and dry. Please wash them immediately before using rare books.
3. No food, drink, tobacco product, chewing gum, or hand lotion may be used when examining rare books.
4. Only pencils may be used for note taking. No pens, highlighters, etc. are allowed. You may only bring in pencils, paper, and a battery operated laptop computer, without the case when examining rare books. Pencils and scrap paper are available upon request.
5. Please do not lean on any materials or rest anything (your hands/arms, books, note pads, etc.) on them. If an item is tightly bound, do not force it open. If you need a support prop or cannot manage to keep it open for note taking, please ask the librarian for help.
6. Do not write directly on top of rare materials when taking notes.
7. Tracing is not permitted.
8. Please turn pages carefully.
9. Do not rest an open book face down.
10. If you encounter uncut pages or any damage to the material, please notify the librarian.
11. Photo-coping of the original lighthouse logs and the *Portrait and Biographical Album of Sanilac County* is prohibited.
12. Copies of other rare books may be made by library staff provided they are not too fragile or in violation of copyright laws, with permission of the library director. Copy request forms are available from the librarian.
13. Permission to photograph materials must be granted by the library director.
14. Permission to photograph materials and/or to use information from materials in the Rare Book Collection in a commercial publication must be granted by the library director. Special arrangements are required and appropriate fees charged for reproduction, publication, or commercial use of the Library's materials.

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