

Riggs Library Policy

The Henry Earle Riggs Michigan Railroad Reference Library may accept, catalog, and preserve any books, films, tapes, periodicals, or other printed and recorded materials that meet the criteria for acceptance. The Library is a reference library, and books and other materials must be used in the library. No materials may be checked out.

Criteria for Acceptance:

- Materials <u>must</u> be related to railroad rolling stock, railroad personnel, railroad routes, or other topics related to railroading.
- Materials <u>must</u> become the exclusive property of the Michigan Railroad History Museum with **no restrictions on their use or disposition**. A signed release from the donor is required.
- Materials that are water damaged, moldy, or infested by bugs and rodents <u>cannot be accepted</u> due to the danger they pose to the rest of the collection.
- The Library <u>will not accept</u> **magazines** about railroading, trains, or model trains, as they presently own a robust historical collection of these periodicals.

Criteria for Use:

- All books, films, tapes, and other materials are for use in the library <u>only under supervision</u>.
- Food and Liquids are not allowed in the Library or Archives under any circumstances.
- Copies are available for select materials for a nominal fee. Permission will be decided upon by staff.
- As the Riggs Library is a reference library, no materials may be checked out at any time.

Criteria for Disposition:

- Duplicate library materials, materials unrelated to railroading, or materials deemed inappropriate for the Michigan Railroad Reference Library for any reason may be disposed of by sale or exchange with another library after review by the librarian or by a knowledgeable Acquisitions Committee Member.
- Purchaser of duplicate or inappropriate library materials shall be given a receipt for the purchase price. A duplicate of the receipt shall be submitted with the money or check to the treasurer for deposit.
- Any funds so raised may be placed in the general operating fund of the museum.

Adopted February 2000