

Lapeer District Library

Collection Development Policy

Objective:

The Marguerite deAngeli Library has a small collection of items written about and by Marguerite de Angeli, as well as some artifacts from her life. The primary purpose of the collection is to preserve and promote the work and life of Marguerite de Angeli. The Lapeer District Library will strive to preserve and protect the materials in the de Angeli collection to the best of its ability.

Scope and Types of materials included:

The de Angeli Archive includes materials in a wide variety of formats centered around the life and works of Marguerite de Angeli and is mainly comprised of but is not limited to:

- Art and manuscripts from her published or unpublished works
- Examples of published works which she wrote and/or illustrated
- Memorabilia from her writing career and her life
- Photographs of Marguerite deAngeli and relating to her

Due to the limited space in which the collection is housed, the collection is limited to items dealing with Marguerite de Angeli, primarily with a connection to Lapeer County or to the Marguerite deAngeli Library.

Purchases or gifts:

The Marguerite deAngeli Library is not purchasing items for its archives at this time but will gladly accept donated items. Materials donated for inclusion in the archive cannot include limits or special instructions for keeping the items. All donated items become the sole property of the Lapeer District Library upon receipt and the Lapeer District Library reserves the right to refuse or dispose of materials judged inappropriate for the collection. Options include returning materials to donors, selling items, offering collections to other institutions (when feasible), etc. The donors, when known, will receive thank you notes in acknowledgment of their donations and it is their responsibility to determine the value of the item for tax purposes. See Appendix A for the Deed of Gift Form. Items will not be accepted on deposit or for loan except for exhibit and by a separate signed agreement that is approved by the full library board.

Access:

The library holds these materials in trust for future generations, and therefore, collection items that are not on display can only be examined in the meeting room by appointment and only under direct supervision of library staff. Archival records are never to be altered or defaced by any markings whatsoever. A small portion of the collection has been digitized and can be viewed through the link to the collection on the Lapeer District Library's website.

Items cannot be taken out of the deAngeli Branch Library without written approval from the Lapeer District Library's director or the fiction department head. Under special circumstances,

items from the Marguerite de Angeli collection may be loaned to other institutions for exhibition. See Appendix B for the Marguerite de Angeli Collection Loan Agreement.

Photocopies are available on request for certain items in the collection for a small fee, except in the case where the photocopies would place an undue burden on staff. To the extent possible, and with preservation as a priority, photo duplication and/or scanning of collection pages will be allowed. None of the items in the de Angeli collection can be used for publication, reprinted, displayed, etc. without the written permission of the copyright holder. It is the responsibility of the researcher to obtain all necessary copyright permissions to quote or publish any material located in the de Angeli collection. In the case when the Lapeer County Library/Lapeer District Library is the copyright holder, only a written limited-use license will be granted. See Appendix C for the Marguerite deAngeli Archive Copyright Permission Form.

Due to the nature of the collection, the Lapeer District Library and its staff cannot appraise or place a value on any item related to Marguerite de Angeli's life or works.