

ORANGE PUBLIC LIBRARY
LOCAL HISTORY LOAN

*Adopted by Orange Public Library Board of Trustees on November 19, 2001
Revised: 12/12/2012*

Many local history materials are too delicate to handle in their original state. Thus, in general, the Library will loan copies of local history materials (in the form of photocopies or photographs) rather than originals. On rare occasions, however, the Library may lend material from its collection, for exhibit purposes only, to a recognized group that will provide adequate care and security by exhibiting them in a museum or museum-like setting.

No indefinite loans will be made or accepted.

Loans will be made only on the recommendation of the Local History Librarian and approval of the Library Director. In such cases, specific time limits on usage must be set, and formal agreements signed by the Local History Librarian and an officer of the exhibiting organization. The Local History Librarian will be responsible for determining the length of time that an item may be used without undue stress or damage.