

Marshall District Library – Policies

4. Public Relations Policy

B. Storage of Records for Local Organizations

Upon request the Marshall District Library may provide file storage space for the records of organizations which are within the Library District or contracting Townships. The records should be in digitized or microform format. The Director has the authority to approve and negotiate such arrangements. Insurance for these records shall be the responsibility of the organization requesting storage. The length of time these records will be retained will be at the discretion of the Director.

Approved by the Board December 13, 2005