The Michigan Room of the Charlevoix Public Library is maintained to provide service to those patrons interested in material of literary, cultural, scientific, and historical significance to northern Michigan. The library’s Michigan Room Committee is an advisory committee to the collection development staff. The Charlevoix Public Library offers both a non-circulating and circulating collection of books and other resources to meet those needs.

Collection Development
The Library maintains a comprehensive collection of social and natural history material focusing on northern Michigan with an emphasis on Charlevoix County. Material that has cultural or literary significance to the area is collected and housed in the Michigan Room. This includes local authors. Other works that have relevant or intrinsic value are housed in the Michigan Room, including signed first editions and rare materials. Duplicate copies of some material are located in the general collection of the Library. Items to be discarded from the MI Room collection, would first be given to the MI Room Committee for review.

Acquisitions
Funds to purchase items for the Michigan Room come from the general materials budget, donations, and gifts. Donations and gifts are accepted under the gift policy established by the Library Board of Trustees.

Usage
Rare and/or irreplaceable books are non-circulating and are housed in locked cabinets. Signs are strategically placed directing patrons to the Information Desk for access to the cabinets. A Charlevoix Public Library card, driver’s license or other identification is required for use of the materials in the locked cases. Personal identification is reviewed at the Information Desk. The locked cabinets will be opened by a library staff member who will remove the material and check its condition before handing it to the patron. When the patron is finished using the material, staff will again check its condition, return it to its place and see that the cabinet is locked. If damage or loss to any materials is incurred, the user will be charged the replacement cost of the item. Photocopying of materials is allowed at the discretion and assistance of a staff member. Circulating items are housed on open shelves or in the unlocked cases in the Michigan Room.

Because of the fragile nature of the original newspapers, they may only be used under the direct supervision of a library staff member, a member of the Michigan Room Committee, or a trained obituary data entry volunteer.