THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Libraries	**Number:**	302.6
		Revised:	10/1/75
SUBJECT:	Michigan Historical Collections - Acquisitions	**Date Issued:**	
		Attachment(s)	0
APPLIES TO:			
ISSUED BY:	Michigan Historical Collections		

I. Policy

The Michigan Historical Collections collects manuscripts, printed items and photographs of permanent historical significance primarily relating to the University, its alumni and the state of Michigan, its citizens and institutions.

II. Restrictions on use

The Collections will agree to administer reasonable restrictions on access to unique manuscript materials, placed on them by the donor. The Historical Collections will not, however, impose restrictions independent of the wishes of the donor.

III. Procedure

Most materials are acquired through the direct solicitation of potential donors by the staff of the Michigan Historical Collections. Occasionally, the President of the University and other members of the University community assist in contacting donors. Solicitation involves letters and telephone communication and personal visits. A small fund provided by private gifts and University funds is used to acquire published material selected by the staff. All other materials are acquired by donation.