



# Wadleigh Memorial Library

49 Nashua Street    Milford, NH 03055

POLICY: 200 - 005

GROUP: MATERIALS SELECTION

TITLE: **Notice and Take Down Policy for Digital Materials**

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The Wadleigh Memorial Library's Colonel. O.W. Lull Local History Collection provides access to digital materials for education and research. The Wadleigh Memorial Library has given attribution to the rights holders when possible; however, due to the nature of local history collections we are not always able to identify this information.

If you are a rights holder and are concerned about an item found in our collection for which you have not given the Wadleigh Memorial Library permission to use (or is not covered by a copyright exception under US copyright laws), please contact the Wadleigh Memorial Library at [director@wadleighlibrary.org](mailto:director@wadleighlibrary.org) and provide the following information:

- Identification of the material, preferably a URL to the digital object;
- Your contact information (email, mailing address, or phone number);
- A statement that you are the owner, or authorized to act on behalf of the owner, of an exclusive right that is allegedly infringed and that you have a good-faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law;
- Your physical or electronic signature.

When we receive your notice that includes the above information, we may temporarily remove access to the material while we assess the concern. Upon completing the assessment, we will take appropriate action and notify you of the action.

Reviewed and Approved 5/20/25

Adopted by the Board of Library Trustees on 6/21/22.