

Oak Park Public Library Digital Asset Takedown Policy
(Approved by OPPL Board of Trustees on April 15, 2025)

Oak Park Public Library's digital collection has been established with the goal of providing accurate and complete representations of the Oak Park Public Library archive. The collection is hosted digitally by Library of Michigan Digital and managed by staff at Oak Park Public Library. Oak Park Public Library makes every effort to ensure that it has the appropriate rights to provide access to images and respects the privacy of the individuals that may be included in this collection.

Despite our efforts, some rights may be uncertain or private information may be unintentionally exposed. Parties who have questions, privacy concerns, or wish to contest the use of specific works (or who are acting in the interests of a minor or an incapacitated parent, spouse, domestic partner or adult child) may submit a takedown request by contacting the Oak Park Public Library by email at reference@oakparkmi.gov and include the following:

- Contact information for the copyright holder or individual submitting a request on their behalf.
- A physical or electronic signature of the copyright owner. NOTE: If an agent is providing the notification, also include a statement that the agent is authorized to act on behalf of the owner.
- Identification of the material that is claimed to be infringing on a copyright or someone's privacy. Include information that will help us locate the material (e.g. a URL or title).

The library may request further information to better understand the request. A response will be given within 10 business days from receipt of the initial request. Images will be temporarily removed while the request is being considered. Access to the content will cease if matters regarding copyright or privacy are unsettled.