



Local History Collection Policy

Purpose:

The Brimfield Public Library District will collect, organize, preserve, and provide access to a collection of primary and secondary sources that document the history of the village of Brimfield and the surrounding areas. Materials related to the history of Brimfield and surrounding areas will be maintained in cooperation with other historical collections in the area.

Material Selection:

The collection includes, but is not limited to, published books, photographs, government documents, maps, manuscripts, pamphlets, newspapers, serials, audio-visual materials, institutional or organization records, and scrapbooks of historical significance that relate to Brimfield and the surrounding areas. The collection consists of both digital and physical items.

Section Criteria:

Consideration for inclusion in the collection will be based on overall merit of the material and its relevance in understanding Brimfield and the surrounding area's history. Other selection criteria may include: authenticity of record, suitability of the subject matter to local history collection, non-duplication of material, quality of physical form, cost to preserve, store and process, security requirements to store or display and restrictions by the donor.

Gifts and Donations:

Materials that enhance the Local History Collection and meet the selection criteria may be accepted by the library. The Library requests that a Statement of Gift be completed by the donor. Once the Statement of Gift is signed by the donor, the donated item becomes the property of Brimfield Public Library District.

Retention and Weeding:

The Library reserves the right to reassess items in the Local History Collection. The following factors are used in the decision to withdraw materials: the value of the materials to the collection, limitations of space, and the physical condition of the materials. The Library will offer the removed materials to appropriate institutions or organizations or will return them to the donor depending on the requirements of the donor's Statement of Gift.