



Local History Collection Policy

The Brimfield Public Library District is committed to meeting the informational, educational, and recreational needs of the community through resources, programs, and services. In order to meet needs related to local history, the Library attempts, within the limits of budget and space, to collect, organize, preserve, and provide access to a non-circulating collection of primary and secondary sources that document the history of the Village of Brimfield and the surrounding area. The Library also partners with other historical, genealogical, archival, and educational entities to provide access to local history information and resources.

Collection Statement

Brimfield Public Library District's Local History Collections includes a wide range of historical materials in an array of formats. Formats may include, but are not limited to, physical and/or digital books, photographs, government documents, maps, manuscripts, pamphlets, newspapers, serials, audio-visual materials, institutional or organizational records, interviews and scrapbooks of historical significance. Emphasis is placed on collecting materials related to local government, industry, commerce, education, recreation, and historically significant individuals as well as the history of civic, religious, cultural, and social organizations.

Selection Criteria

While a single standard cannot be applied to each item or resource, the following general criteria are considered when selecting materials for the Local History Collection:

- Relevance to Brimfield and the surrounding area's history
- Authenticity of record
- Authority of author or publisher
- Suitability of the subject to the Local History Collection
- Non-duplication of material within the collection or with other area historical collections
- Quality and/or condition of physical material
- Cost to purchase, preserve, store and process
- Security requirements to store or display
- Space and ease of use for patrons

General works about the history of Illinois or United States that do not directly pertain to local history may be considered for the general collection but will not be included in the Local History Collection.

Gifts and Donations

Materials that enhance the Local History Collection and meet the selection criteria may be accepted by the Library. Items may be accepted in any format. Photographs and documents may be removed from their frames if accepted into the collection. Three dimensional artifacts will not be accepted by the Library unless they can be properly housed and are deemed appropriate to the collection.

The Library reserves the right to refuse an offered donation. The Library will not accept materials that can harm other materials in the collection, such as anything that shows damage from mold, mildew, water, insects, smoke, or dirt. The Library may also decide not to accept items which it cannot properly store, display, or otherwise care for.

In order to establish the transfer of ownership, the Library requires a Deed of Gift be completed and signed by the donor. The Deed of Gift documents the donation of property and transfer of ownership and copyright (if applicable) to the Library. The deed of gift also establishes conditions (if any) governing the transfer of the item from the donor to the Library. The Library will only accept materials with restrictions when restrictions are reasonable and necessary to protect the legitimate rights and interests of the donor. Once the deed of gift is signed by the donor, the donated item becomes the property of the Library.

Valuation of Non-Monetary Gifts

The Library cannot provide appraisals of value for donated items. It is the donor's responsibility to determine the value of the donation or utilize an independent appraiser. Neither the Library staff nor a member of the Board will issue a written or verbal statement to the donor regarding the deemed value of non-monetary gifts. A copy of the Deed of Gift will be given to the donor, which can be used as proof of donation. Gifts to the Library, which is a governmental unit, qualify as tax deductible.

Restrictions and Retention

The Library reserves the right to decide how the donated material will be displayed or stored, how the item may be used by the public, and how long the item will be retained. Materials in the Local History Collection may be scanned and placed on the Internet for viewing or may be moved from the Local History Collection to other sections of the Library.

To ensure the Local History Collection remains relevant and accessible, Library staff will periodically reevaluate items in the collection. The Library is not a repository and cannot commit itself to perpetually housing a donation. If it is deemed materials no longer meet the selection criteria, materials may be withdrawn and sold, transferred to another relevant institution, or otherwise disposed of in the best interest of the Library.