



**Branch  
District  
Library**

www.BranchDistrictLibrary.org

## MEMORANDUM

COLDWATER BRANCH  
(Main Library)  
10 E. Chicago St.  
Coldwater MI 49036  
(517) 278-2341  
Fax (517) 279-7134

**TO:** Branch District Library Board  
**FROM:** Linda Lyshol, Library Director  
**DATE:** September 15, 2017  
**RE:** Holbrook Heritage Room & Local History Policy

ALGANSEE BRANCH  
580-B S. Ray-Quincy Rd.  
Quincy MI 49082  
(517) 639-9830

In a regular meeting of the Coldwater Advisory Board, it was discovered that the Holbrook Heritage Room & Local History Policy had not been approved by the Branch District Library Board; it was approved by the Coldwater Advisory Board in 2002. The Advisory Board respectfully requests approval of the policy.

BRONSON BRANCH  
207 N. Matteson St.  
Bronson MI 49028  
(517) 369-3785

QUINCY BRANCH  
11 N. Main St.  
Quincy MI 49082  
(517) 639-4001

SHERWOOD BRANCH  
118 Sherman St.  
Sherwood MI 49089  
(517) 741-7976

LUCILLE E. DEARTH  
UNION TWP. BRANCH  
195 N. Broadway St.  
Union City MI 49094  
(517) 741-5061

## BRANCH DISTRICT LIBRARY

Adopted: Mar. 19, 2002

Revised \_\_\_\_\_

**HOLBROOK ROOM & LOCAL HISTORY POLICY****Mission**

The mission of the Holbrook Room and the local history collection is to preserve, protect, and promote the history of Coldwater and Branch County through the acquisition of local materials in almost any format. The aim of local history is to preserve the past, collect the present, and promote for the future in a systematic and accessible manner. Genealogical material, as the sources relate to individuals and families who are residents or once were residents of Branch County, is a major collection development goal.

**Genealogy**

People and their antecedents are a natural extension of local history. The Holbrook Room will seek to acquire genealogical material for all counties in southern, lower Michigan and from areas where significant portions of our forbearers left to settle Branch County. We will encourage genealogical researchers to give the results of their research to the Holbrook Room. Genealogical books, periodicals, and computerized data bases will be acquired within budget limits. Indexing of local materials such as newspapers, clubs, obituaries etc. will be an ongoing volunteer project

**Focus & Objectives**

Emphasis will be on **Primary Source** local materials covering all of Branch County which documents the social, economic, religious, business, and government activities and history.

Interest areas are the individual, businesses, service clubs, schools, governmental units in Branch County

Also, material relating to the Sauk Trail, Chicago Pike, and U.S. 12 are of interest.

**Geographic Scope****Primary:**

- Coldwater, Branch County, Bronson, Quincy, Union City, and the townships - extensive collection focus
- U. S. 12 from Jackson County to Niles, Michigan

## Secondary

- Michigan – general materials as they help interpret the history of Branch County.
- Regional – Selective material about the regions which Branch County is a part of, or from which settlers came, the northern Indiana area bordering on Branch County, and surrounding Michigan counties.
- National - Highly selective materials which affect Branch County, i.e. Northwest Ordinance, appropriate Indian Treaties, and explanation of land survey system, etc.

## Subject Scope

All subjects related to Branch County are collected such as biographies, business, buildings, the arts, government, religion, health, recreation, environment, education, and transportation .It is also important to represent the various social and economic strata of the community.

- Histories – printed histories
- Directories – telephone, city directories, governmental directories, commerce or industries, school directories. Any type of people listing which reflects who was involved in an activity or job in Branch County.
- Biography – Biographical information on any person born in, residing in, or associated with Branch County without regard to format.
- Businesses – catalogs, annual reports, advertising brochures, and other printed information.
- Community Colleges – catalogs, annual reports, histories, yearbooks, newspapers, directories.
- Associations, Service Clubs, & Organizations - Membership lists, agenda or minutes, service projects, etc.

## Formats

Materials suitable for the Holbrook Room and local history must have historical, geographical, or cultural relevance to the collection area. Formats may be in the following types: Pamphlets, reports, books, flyers, clippings, scrapbooks, posters, film, video tape, oral history, audio tape, maps, abstract of property, measured drawings, architectural plans, newsletters, legal documents, newspapers, photographs, unpublished records and

manuscripts, microforms—almost any format is acceptable if able to be stored and accessed within space limitations.

### **Preservation**

Preservation of existing Primary Source material is an ongoing focus of the activities in the Heritage Room. In cases where the actual ephemera are not salvageable, every attempt will be made to duplicate the information contained within these documents. To this end, materials will be transcribed, photocopied, and where applicable, digitized. Best practices will be strictly adhered to within budgetary means. Volunteers and users will be trained in handling methods as needed. Certain original documents will be restricted from public use, but alternate means of accessing the information will be provided.

## **POLICY STATEMENTS**

- No three dimensional objects shall be acquired, except in unique and rare instances. Donors of artifacts will be referred to the Wing House Museum.
- Duplicate materials shall be de-accessioned to another history or rare book collection.
- Material accepted by gift need to have a completed Deed of Gift. Restrictions on gifts should be minimized to the greatest degree possible.
- Items which are accepted into the collection become the sole property of the Coldwater Public Library & Branch District Library.
- To the greatest extent possible, computerization will be used in providing indexes and access to materials in the collection.
- Volunteers are an integral part of the services

*APPROVED BY COLDWATER PUBLIC LIBRARY BOARD, FEBRUARY 11, 2002*