



HOLBROOK HERITAGE ROOM & LOCAL HISTORY POLICY

Mission

The mission of the Holbrook Heritage 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 because our volunteers are an integral part of the services offered.

Focus & Objectives

Emphasis will be on **Primary Source** local materials covering all of Branch County history; also, material relating to the Sauk Trail, Chicago Pike, and U.S. 12.

Geographic Scope

Primary:

- Coldwater, Branch County, Bronson, Quincy, Union City, and the townships - extensive collection focus
- U. S. 12 in 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.

Formats

Materials suitable for the Holbrook Room and local history must have historical, geographical, or cultural relevance to the collection area. Any format is acceptable if it can 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 preserved using best practices within budgetary means. Volunteers and users will be trained in handling methods as needed. No items in the collection are available for circulation.

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 deaccessioned to either the Coldwater Branch collection for circulation or to another history or rare book collection. The Library Director and the HHR clerk will be consulted before deaccessioning.
- 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 Branch District Library.

Approved by Coldwater Public Library Board, February 11, 2002

Approved by Coldwater Branch Advisory Board, February 12, 2018