

Local History Collection Development Policy Statement  
Hastings Public Library

**Mission**

The Hastings Public Library is a gathering place connecting people with resources and opportunities to explore, imagine, and grow.

**Collection Statement**

To collect, organize, preserve, and provide access to a non-circulating collection of documents and other materials relating to the history of Barry County, its major villages (Delton, Freeport, Middleville, Nashville, and Woodland), and the city of Hastings. The collection mainly serves the general public, but also supports the research activities of scholars and students.

**Primary Areas of Collecting**

Primary areas of collecting include, but are not necessarily limited to, the following:

- Materials that record the history, laws, culture, and industry of Barry County and the city of Hastings.
- Materials that record the history, experiences, and ancestry of Barry County individuals and families. Photographs are an important part of this collection, specifically those relating to local photographers.
- Materials that record the history of Barry County organizations and institutions
- Materials that record the history of the area's geography, demographics, and architecture.
- Materials that assist researchers in tracing their family backgrounds and/or researching individual county residents
- Materials that provide instruction in the practice of genealogy, local history, preservation, oral history, and similar topics.
- Select materials that record the history of the State of Michigan and add depth to the materials about Barry County

Acquisitions from any time period and in any language may be considered. The geographic scope of the collection focuses specifically on Barry County, however, existing materials relating to nearby counties may be retained.

Current strengths of the collection include the history of the settlement and early families of Barry County, records that document the military service of Barry County residents, local newspapers and newspaper article clippings, and records that document the natural history, geography, and development of the area.

Formats collected include, but are not limited to:

- Books, booklets, and binders
- Brochures and pamphlets
- Photographs
- Family Trees
- Vital Record indexes (birth, marriage, divorce, naturalization, and death)
- Cemetery records
- Census records
- Veteran records
- Atlases, Plat maps, and road indexes
- Business and residence directories
- Newspapers, newspaper clippings, and historical columns
- Scrapbooks and diaries
- Yearbooks, alumni records, and school records
- Institution and organization records and minutes

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- Court and city documents
- Patents
- Digital files
- Postcards
- Art

### **Selection Criteria**

The following criteria are used to select items for inclusion in the local history collection:

- Relevance to Barry County history and suitability of the subject to the collection
- Authenticity and completeness of the material
- Quality and condition of the material
- Non-duplication of existing material
- Available space and resources required to house and care for materials
- Cost required store, preserve, and care for materials
- Ease of use for patrons
- Security requirements
- Restrictions by donor

Three dimensional artifacts will not be added to the collection unless, in rare instances, they are deemed appropriate to the collection and can be properly housed and displayed. The Library may assist the donor in finding a more suitable institution for their items.

### **Donations**

The Hastings Public Library welcomes donations to its Local History Collection.

Each donation to the collection will be recorded in a donor file that will contain a copy of the Deed of Gift and all correspondence and memoranda relating to the transaction. All donors must complete a Deed of Gift in order to establish the transfer of ownership of donated materials (and copyright, if appropriate) to the library. Once the Deed of Gift is signed by the donor, the donated material becomes the unrestricted property of the Hastings Public Library. A copy of the Deed of Gift signed by both the donor and a representative of the library will be provided to the donor.

The Hastings Public Library reserves the right to refuse an offered donation. The Library will not accept material that shows damage from mold, mildew, water, insects, smoke, or dirt, as such material can harm other items in the collection. The Library may also refuse a donation based on the Selection Criteria. The Library also reserves the right to decide how the donated material will be displayed, stored or used, and how long it may be retained. Donated materials may be scanned and placed on the internet for viewing or otherwise reformatted. They may also be moved from the Local History Collection to other section of the library, sold, transferred to another library, or discarded.

The Library will not, and cannot, conduct any monetary appraisals for donors nor give tax advice. If donors plan to take a tax deduction for their donations, they should consult a tax account or attorney. Any monetary appraisals are the responsibility of the donor and should be conducted before transferring materials to the Library.

### **Access**

The Local History Collection is primarily housed in the Michigan Room or in storage, as much of it is fragile and irreplaceable. A portion of the collection has also been digitized and is available through the

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Library website. All materials held in the Michigan Room will be identified as reference materials and must remain within the Michigan Room unless special permission is given by the Director of the Library to remove it temporarily. The Michigan Room will be available at all times to those doing local history research, genealogy searching, and those looking for a quiet place to study. [The Michigan Room will not be scheduled for regular meetings except for monthly meetings of the Genealogy Club and the Barry County Historical Society.] All groups who use the room must be advised it will remain open to anyone who wishes to use the room for its intended purpose.

Anyone who copies or reproduces materials from the collection should be aware of Title 17 and especially the provisions of Section 108 of the U.S. Code (Copyright Law) and takes full responsibility for complying with it. A Library staff member can help point users to resources that can aid in determining a work's copyright status. Exceptions to the above procedures, such as loans to other organizations for educational or publication purposes, may be made at the discretion of the Library Director.

### **Review and Deaccession**

From time to time, the Local History Collection will be reviewed, and the deaccession of some materials may take place. An object may be deaccessioned if it meets one of the following criteria:

- It does not fall within the scope of the Library's mission or its Collections Development Policy
- It lacks provenance
- It cannot be salvaged, even with conservation, because of advanced deterioration
- It is not authentic
- A better example exists in the collection
- The Library is unable to maintain it
- It poses a threat to the safety of the public or other collections
- It is subject a legislative mandate, e.g. repatriation

Disposal of materials will be by one of the following methods:

- Gift, sale, or exchange to other local historical or educational institutions
- Sale, preferably by public auction or specialized dealers (when working with dealers, efforts should be made to obtain at least three opinions of the material's value.)
- Destruction and disposal in a sensitive manner (of deteriorated material). Two members of the Library staff must be present at the disposal.

All ID numbers and other references to the Library will be removed before the material leaves the Library's premises. All proceeds from the deaccessioned material are to be used for the purchase of materials for the local history collection or its conservation. Deaccessioned materials are not to be given or sold privately to an individual without public notice.

### **Care**

The Hastings Public Library strives to organize, preserve, and provide access to its collection according to standard archival procedures and practices. A finding aid will be prepared for each collection and will be accessible to the public. The materials in each collection are organized according to the original order (when applicable), and placed in archival containers. The Michigan Room will follow the security practices and disaster planning set by the Library to protect the collection from potential loss or damage.