

LOCAL HISTORY COLLECTION DEVELOPMENT POLICY

The purpose of the Local History collection is to preserve materials that document the history of Brookfield and its residents. The Merrick Public Library will preserve and maintain these materials for future generations by using accepted preservation methods and providing access to the materials under safe and secure conditions.

The focus of the Local History collection will include materials about the history of Brookfield, Massachusetts, and, to a lesser extent, materials about the surrounding geographical area that establish Brookfield within its historical context. Emphasis is also given to the acquisition of those materials which will contribute to a knowledge of the region's social, civic, religious, economic, and cultural life, both past and present. Genealogical records and family histories pertaining to founding families of Brookfield may be collected.

The Local History collection will acquire items in the following formats: books, diaries, pamphlets, newsletters, bulletins, periodicals, reports, letters, speeches, newspapers, manuscripts, documents, maps, atlases, clippings, postcards, scrapbooks, photographs, photographic negatives, slides, films, videotapes, electronic materials, paintings, posters, stereo views, genealogical records, memorabilia and ephemera such as commemorative programs and advertisements.

The library welcomes donations to its Local History collection. Donors must sign a "Deed of Gift" transferring ownership and copyright, if applicable, to the Merrick Public Library. The donor and the library each retain a copy of the deed of gift. The library reserves the right to decline gift offers. Gifts which are out of scope or which require more resources to preserve and make available than the library can provide will not be accepted.

Staff, space, and budget limitations are all considered before adding new materials to this collection. Materials that fall beyond the scope of the collection, or that are in need of repair (at a greater cost than their intellectual value) will not be collected. All materials must be free of dirt, mold, moisture, and pests, and must be in good or repairable condition.

The Local History collection is available to researchers and the general public during regular library hours. Certain restrictions are in place to protect the future viability of rare and/or fragile materials. Most materials do not circulate. Duplicate copies of some materials may be found in the circulating collection.. To measure use, researchers may be asked to sign a register when using any historical resource. Photocopying is allowed only at the discretion of the senior library staff person. Due to staff limitations, detailed research assistance is not available.

The Merrick Public Library has a cooperative arrangement with the Brookfield Historical Commission in order to preserve historical materials and/or make them more widely available.

The Merrick Public Library reserves the right to withdraw materials that do not fit within the scope of the Local History collection. Withdrawn items may be offered to other repositories, donated to the Friends of the Library, or discarded.