

HUDSON HISTORY ROOM POLICY

Revised and re-approved by the HAPLD Board of Trustees on 10/11/2011.

Revised and re-approved by the HAPLD Board of Trustees on 12/9/2014.

Re-approved 12/2018. Revised and re-approved 03/08/2022.

Mission

The mission of the Hudson Area Public Library District's History Room is to preserve the history of Hudson Township. The history may take the form of written or physical artifacts representing people, businesses, homes, and farms.

History

At the Hudson Volunteer Library, a few donated newspaper clippings and photos were stored in folders. When the HAPLD board of trustees was touring libraries in preparation for a new building, many library administrators recommended including a room for local history in the plans. As part of the 1994 library building, the Hudson History Room was minimally furnished and contained a few donated items. In 2001, the Hudson History Club was formed. The Library worked closely with this group in further developing the collection in the Hudson History Room, primarily via donations. From 2001-2005, members of the Hudson History Club assisted in gathering items that make up 80% of the current collection. In 2005, a concentrated effort began to organize the Hudson History collection, purchase archival materials for preservation, contract with woodworkers for display cases, bookcases, and bookstands, and protect rare artifacts and documents with fireproof safes and file cabinets. In 2008, staff and volunteers began a systematic project to archive all materials in the collection, catalog them, and promote them to the public.

Policy Statement

The Hudson Area Public Library represents a good faith effort to present accurate historical information about this area. The work here represents the efforts of many people, each of whom has contributed his or her best. However, personal recollections, transcription of handwritten material, newspaper articles and even public records are all prone to human error, despite the best of intentions. We are making it available to the public as it is. The collection will include materials circa 1820 to present.

Donations

1. Donations of physical items to the Hudson History Room must be reviewed by the History Room staff and volunteers under the direction of the Library Director.
2. All donations will be considered for the collection, but some items may not be accepted due to space limitations.
3. Items donated will become part of the permanent collection of the Hudson Area Public Library, unless otherwise stated in writing by donor on Deed of Gift.
4. The Hudson History Room may also house and/or display items on a temporary basis depending on agreements entered into with the owner.
5. No items will be sold unless by permission of the donor to benefit the Hudson History Room.
6. A written thank you note will be sent to every donor promptly by the library staff.
7. A written record will be kept of all donations to the Hudson History Room.
8. Donors will be asked to fill out a Deed of Gift form and will be asked for permission to publicize their donations.

9. Monetary donations may be made to the Hudson History Room by check to the Hudson Area Public Library District and will be used at the discretion of the Library Director and History Room staff unless otherwise designated by the donor.