

Grey Highlands Public Library Policy

Policy Type: **Operational**

Policy Number: 27-06-18

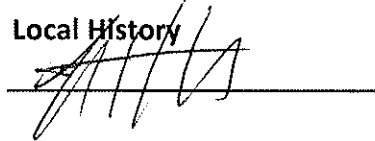
Policy Title: **Local History**

Policy Approval Date: June 27, 2018

Signature

Policy Review Date:

Board Chair



The Grey Highlands Public Library maintains a special collection in order to conserve local history and to provide access to unique materials that help researchers and the public better understand our past. The purpose of the Local History Policy is to help clarify and guide the preservation, growth and maintenance of the local history collection. The collection complements the artifacts and collections of the South Grey Museum, and Grey Roots Museum and County Archives.

Section 1: Collections

1. Staff under the supervision of the CEO or designate will be responsible for collecting and organizing materials for the local history collection.
2. The Grey Highlands Public Library will collect materials pertaining to the history of Grey Highlands and its surrounding areas. Materials include originals and reproductions. Emphasis is given to the acquisition of those items which will contribute to the knowledge of the social, civic, religious, economic and cultural life, both past and present. Where appropriate some items will be forwarded to the South Grey Museum. Items to be acquired include:
 - a) works and primary source material documenting local history and genealogy
 - b) local research
 - c) oral histories
 - d) cemetery records
 - e) local weekly newspaper
 - f) photographs and negatives
 - g) copies of photographs
 - h) monographs
 - i) historical atlases and maps
 - j) papers
 - k) brochures, pamphlets and programmes of events
 - l) personal papers, including correspondence and family bibles (related to the early settlement of the community)
3. Writings of local authors, that are not about Grey Highlands or the surrounding area, are subject to the **Collection Development Policy**
4. The library will strive to subscribe to databases relevant to local history and genealogy research.
5. The local newspaper is a valuable resource of historical fact. It is full of stories that contribute to the fabric of the Grey Highlands Community – from politics to arts, culture and genealogy, to sports and recreation, and will therefore be maintained and preserved in both hard copy, microfilm and, where feasible, digital format.

Grey Highlands Public Library Policy

6. The library will work alone or in partnership with others to undertake the digitization of local history materials in order to provide the public with greater access to local history information.

Section 2: Donations

1. The library welcomes donations of local history materials from the community and from other sources.
2. Donated materials are assessed in order to establish their suitability to the collection.
3. Some materials may be deemed to be too fragile or bulky to accept. Any problematic items will be discussed with the donor and then returned or redirected to the South Grey Museum, Grey Roots, or other organization as is mutually agreed upon.
4. A record of provenance is kept on file for those items donated to the library; this clearly indicates that ownership resides with the library or is on indefinite loan from a donor.

Section 3: Use

1. Certain local history materials that are considered rare will be catalogued and classified as "In library Use Only".
2. In special situations, a short-term loan may be arranged with the approval of the CEO.
3. Where possible the library will acquire duplicate copies and designate one copy for Reference (In library Use Only) and one for circulating.

Related Documents:

Grey Highlands Public Library - ***Collection Development Policy***