



## **Local History Policy**

**Authority:** Library Board

**Date Created:** October 11, 2000

**Date Reviewed:** February 24, 2014

### **Purpose**

As stated in the Strategic Plan (2012-2017), one of the Library's corporate roles is to preserve East Gwillimbury's history and cultural heritage. The purpose of this policy is to provide guidelines for collecting, preserving, and allowing access to materials which have a special relevance to the history of East Gwillimbury and surrounding areas.

### **Responsibility**

The East Gwillimbury Public Library Board delegates the responsibility for this service to the Chief Executive Officer (the "C.E.O."), who may in turn delegate it to qualified staff.

### **Criteria for Selection of Local History Materials**

Selection will follow the general principals outlined in the Collection Development Policy, with additional specific criteria:

1. Geographic coverage
  - .1 The Library will collect material pertaining to the history of East Gwillimbury and,
  - .2 to the history of the surrounding area if it relates to East Gwillimbury.
2. Time period
  - .1 Material will be collected dating from the earliest period possible to the present time.
3. Subject Fields
  - .1 All subject fields pertaining to history and genealogy will be collected, including materials which contribute to knowledge of social, civic, religious, economic and cultural life, past and present.

#### 4. Format

- .1 The Library will collect print and non-print material, (either originals or reproductions), including books, diaries, newsletters, bulletins, reports, speeches, photographs, scrapbooks, cemetery records, census information, municipal records, works by local authors or publishers, pamphlets, local newspapers, magazines, maps, atlases, personal manuscripts and business or institutional archives, video recordings, microfilm, sound recordings, databases, digital collections, and pertinent memorabilia. Works set in the area may be included.
- .2 Not collected are items best displayed in a museum or items that need to be repaired or kept in a controlled climate to discourage disintegration or aging.

#### Preservation and Digitization

1. These materials must stay in the Library at all times. Patrons may copy items in the collection in accordance with the *Copyright Act of Canada (R.S.C., 1985, c. C-42)* in such a manner that the item(s) will not be damaged in the process. The reference staff will make this determination.
2. Original items requiring professional archival conservation may be copied for use by the Library, and then offered to a professionally-run archive in Ontario.
3. 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.

#### Loans

1. These materials are not subject to interlibrary loan, but may be photocopied for other libraries.
2. These materials may be loaned to other institutions for display purposes with the approval of the C.E.O. Such requests must be made in writing and will require documentation.
3. Normally the Library does not accept items from institutions or the public on temporary loan. However, with the permission of the owner, the Library will accept some materials for exhibits or for the purpose of making copies for the Local History collection. See also ***Display Policy***.

**Local History Partners**

The Library will endeavor to partner with other organizations and interested parties to ensure East Gwillimbury history reaches the widest possible audience for the purposes of discovery and community engagement.

**Donations and Gifts**

See *Collection Development Policy*, **Donations**.

The Library is committed to meeting the needs of patrons with disabilities and will provide, upon request, alternate formats and communication supports, in compliance with the *Integrated Accessibility Standards Regulation, Ontario Regulation 191/11* and the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*

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