

# Trent Lakes Public Library



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Policy Type:	<b>Operational</b>	Policy Number:	<b>OP-13</b>
Policy Title:	<b>Local History</b>	Initial Policy Approval Date:	<b>October 2019</b>
		Last Review/Revision Date:	
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The Trent Lakes 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 collection complements the collections of the Trent Lakes Historical Society, and will not duplicate those collections.

## 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 Trent Lakes Public Library will collect materials pertaining to the history of Trent Lakes 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. 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) municipal records
  - f) photographs and negatives
  - g) copies of photographs
  - h) monographs
  - i) historical atlases and maps
  - j) papers
  - k) brochures, pamphlets and programs of events
  - l) personal papers, including correspondence and family bibles (related to the early settlement of the community)
3. Writings of local authors, which are not about Trent Lakes or the surrounding area, are subject to the **Collection Development Policy OP- 04**.
4. The library will subscribe to databases relevant to local history and genealogy research.
5. 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.

## **OP-13 Local History** (continued)

### **Section 2: Donations**

1. The library will solicit donations of local history materials from the community and from other sources and welcomes gifts.
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 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. Local history materials may be used in the library only and will not circulate.
2. In special situations, a short-term loan may be arranged with the approval of the CEO.

### **Related Documents**

Trent Lakes Public Library ***OP-04 Collection Development Policy***