

## NOTL Public Library

Policy Type: **Operational**

Policy Number: **OP - 13**

Policy Title: **Local History**

Policy Approval Date: **October 2017**

Policy Review Date:

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The Niagara-on-the-Lake Public Library maintains a special collection to preserve local history and provide access to unique materials that help researchers and the public better understand our past. The local history collection complements the collections of the Niagara Historical Society and Museum (NHSM), and Library staff will periodically consult with the NHSM to avoid duplication of collections and services and to partner on local history initiatives.

### 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 Niagara-on-the-Lake Public Library will collect materials pertaining to the history of Niagara-on-the-Lake and its surrounding area. Materials include originals and reproductions. Emphasis is given to the acquisition of 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 papers
  - j. brochures, pamphlets and event programmes
  - k. personal papers, including correspondence and family bibles (related to the early settlement of the community)
3. Writings of local authors, that are not about Niagara-on-the-Lake or the surrounding area, are subject to the Collection Development Policy OP- 04.
4. The library may 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 to provide the public with greater access to local history information.

## **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 to establish their suitability to the collection.
3. Some materials may be deemed 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.

## **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**

Niagara-on-the-Lake Public Library OP-04 Collection Development Policy

*Further interpretation of this policy is the responsibility of the CEO and the NOTL Public Library Board. The Board reserves the right to make, modify, revoke, suspend, terminate or change any policy or procedure, in whole or in part, at any time.*