

OP 13 Local History

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1.0 Overview

The purpose of the Whitchurch-Stouffville Public Library's (Library) local history collection is to collect and preserve primary and secondary source materials about the history of the community for the benefit of genealogists, researchers and the general public.

It is the policy of the Whitchurch-Stouffville Public Library Board to make historical materials available to patrons on a restricted basis and to hold these in trust for future generations.

2.0 Sources and Formats

Collection building is a cooperative effort between the library and the citizens it serves. All library staff and citizens are encouraged to recommend materials for the collection.

In recognition of this partnership, the Library and the Whitchurch-Stouffville Community Museum (Museum) collaborate on collecting Local History materials and on a restricted basis, making these materials available to the public.

The CEO shall ensure that the local history collection acquires only items that fit within the scope of the collection and determine which materials will be housed onsite at the Library or transferred to the Museum archive. The final judgment regarding additions to the collection rests with the CEO. The presence of materials in the Local History

collection does not constitute an endorsement of their content or viewpoints by the Library Board or Library staff.

Emphasis is given to the acquisition of those items which will contribute to the knowledge of the social, civic, religious, economic and cultural life of the community.

Items to be acquired include:

- works and primary source material documenting local history and genealogy;
- books;
- oral histories;
- cemetery records;
- photographs and negatives;
- copies of photographs;
- monographs and unpublished manuscripts;
- historical atlases and maps;
- newspapers; and
- brochures, pamphlets, newsletters, minutes, flyers and programs of events.

Materials include originals and reproductions.

Various publications are used as aids in the selection of books for the local history collection. These may include catalogues, book reviewing sections of periodicals and local newspapers. Important sources are local historical societies, museums, various organizations with newsletters, and the public in general. The local newspapers can also be used as an avenue to solicit materials.

The library will subscribe to databases relevant to local history and genealogy research.

Donated material shall be administered in accordance with the library's Fundraising policies *FR 01 Fundraising - General Gift Acceptance* and *FR 02 Fundraising - Administration*. 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. A record of provenance shall be retained for those items donated to the local history collection to clearly indicate that ownership resides with the library or is on indefinite loan from a donor.

The Library reserves the right to relocate any donated items to the Museum as per the partnership.

3.0 Collection Maintenance

The Library does not generally remove material unless it no longer fits within the scope of the collection. Should material no longer fit within the scope of this policy, attempts will be made to relocate the material to an appropriate site.

If material cannot be relocated, the Library reserves the right to permanently remove the items from the collection. Items may be permanently removed from the collection when it is determined that the item is:

- no longer within the scope or collection mandate;
- beyond the capability of the Library and/or the Museum to maintain and preserve;
- not useful for research or exhibition programs;
- a poor, incomplete, unauthentic, or less important example;
- damaged or deteriorated to the point where it does not serve a useful purpose;
- found to contain hazardous materials that could be dangerous to staff, volunteers, or the public or poses a preservation threat to other items in the collection;
- found to be a forgery, fake, or copy with no definable purpose.

It may be necessary to transfer some of these items to digital format to ensure preservation of the material for the long term. The library will work alone or in partnership with others to undertake the digitization of local history materials to provide greater access to local history information.

4.0 Documentation

Each item in the Library's local history collection is documented, and is searchable, in our public access catalogue (PAC).

5.0 Insurance

The Library and the Museum will ensure provision of insurance for its collection.

6.0 Responsibility

The CEO is responsible for maintaining the local history collection in accordance with the library's OP 04 Collection Development policy.

7.0 References

- Whitchurch-Stouffville Museum & Community Centre: Collection Development/Management Policy
- LIB - OP04 Collection Development Policy