

Category: Operational OP-15
Policy Name: **Local History**
Date Approved: June 27, 2016

The Lake of Bays Township Public Library (the 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 community and territory history.

The Library's local history collection strives to reflect respect for, and reconciliation with, Indigenous People of this area and its unceded territory. Some collection materials may have a historical colonial perspective. The Library makes every effort to develop this collection to recognize and reflect all peoples who have lived here.

Section 1: Collections

1. Staff under the supervision of the Branch Manager will be responsible for collecting and organizing materials for the local history collection, including arranging for preservation or digitization as required.
2. The Library will collect materials pertaining to the history of Lake of Bays 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 diverse social, civic, religious, economic and cultural life, both past and present. Items to be collected include:
 - a) works and primary source material documenting
 - b) local research
 - c) oral histories
 - d) photographs
 - e) copies of photographs
 - f) historical atlases and maps
 - g) papers
 - h) brochures, pamphlets and programs of events
 - i) limited personal papers
3. Writings of local authors that are not about Lake of Bays 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, as possible.

5. The library will strive to 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 will accept donations of relevant local history materials from the community and other sources; and at times may solicit donations of specific material types.
2. Donated materials are assessed by Library staff to determine 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. All donated materials become the property of the Library and are subject to collection development policy and procedure.

Section 3: Use

1. Some 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 Branch Manager.

Related Documents

OP-04 Collection Development

Signature of the Chairperson _____

Document Revision Record:

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Initial Approval	September 24, 2017
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