



## BRACEBRIDGE LIBRARY POLICIES

Policy Number: OP-28

Title: Local History

Board Approval Date: May 2023

Category: Operational

Policy Replacing: n/a

Year of next review: 2026

### PURPOSE:

The purpose of this policy is to ensure that the Bracebridge Library provides and maintains a local history collection in order to provide access to unique materials that help researchers and the public better understand our community and territory history.

### POLICY STATEMENT:

The Bracebridge Library's local history resources are comprised of various physical and digital formats including electronic digitized files and databases. 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) Library staff under the supervision of the Community Engagement Coordinator will be responsible for collecting and organizing materials for the local history collection, including arranging for preservation or digitization of items when possible.
- 2) The Bracebridge Library will collect materials pertaining to the history of Bracebridge 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 local history
  - b) local research
  - c) cemetery records
  - d) municipal records
  - e) photographs and negatives
  - f) copies of photographs
  - g) historical atlases and maps
  - h) documents

- 3) Writings of local authors that are not about Bracebridge or the surrounding area, are subject to the ***Collection Development Policy OP- 09***.
- 4) The library will subscribe to databases relevant to local history and genealogy research when possible.

## **Section 2: Donations**

- 1) At the discretion of the Community Engagement Coordinator, the library will accept donations of relevant local history materials from the community and other sources.
- 2) Donated materials are assessed by Library staff to determine their suitability to the collection.
- 3) Some materials may be deemed to be in poor condition, or 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 Bracebridge Library and are subject to collection development policy and procedure. See ***Collection Development Policy OP- 09***

## **Section 3: Use**

- 1) Some local history materials are for use 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.

PREVIOUS REVISIONS: n/a

RELATED DOCUMENTS: Personal Information Protection and Electronic Documents Act; Freedom of Information and Protection of Privacy Act.