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Policy Type:	<b>Operational</b>	Policy Number:	<b>OP-13</b>
Policy Title:	Local History	Initial Policy Approval Date:	<b>May 13, 2022</b>
		Last Review/Revision Date:	<b>May 13, 2022</b>
		Year of Next Review:	<b>2026</b>

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The Mississippi Mills Public Library maintains a local history collection to provide access to unique materials that help researchers and the public better understand our community and territory history. The collection complements the collections of the Lanark Historical Society and local museums and will not significantly duplicate those collections.

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 CEO/Chief Librarian or designate 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 Mississippi Mills 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 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) limited personal papers, including correspondence and family bibles
3. Writings of local authors, that are not about Mississippi Mills 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 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 Mississippi Mills Public Library and are subject to collection development policy and procedure and the Donations, Fundraising and Sponsorship Policy (FR-01).

## **Section 3: Use**

1. 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.

## **RELATED DOCUMENTS**

- Mississippi Mills Public Library Policies
- Ontario Library Service, Trillium Public Library: Sample Policies