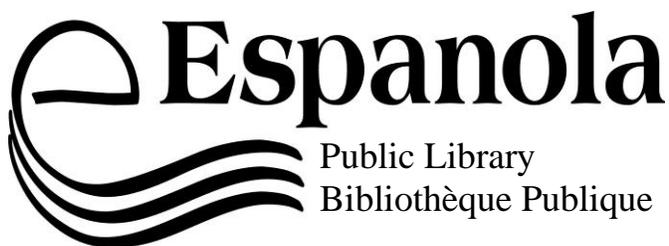


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GST No. 12202 5059 RT0001 (Town of Espanola)



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## Local History Policy

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### Purpose

The Espanola Public Library has a Local History Collection, to acquire, preserve and promote local materials, which contribute to a knowledge of history, geography, geology, civic affairs, religion, economics, society, sports, culture, and other aspects of the local community or communities.

### Geographical Coverage

The primary area of coverage is the Town of Espanola, and areas that contract for library service. Secondary areas are Manitoulin Island, and the north shore of Lake Huron. The Library strives to be exhaustive in its coverage of the primary area.

### Priorities

The first Local History priority is acquisition. Materials are actively sought out and acquired. This is deemed the most important as these materials, often unique, rarely become available, and if not acquired, may disappear forever.

The second priority is preservation. Materials stay in the Library at all times. Materials are not subject to interlibrary loan, but may be photocopied for other libraries. Original items requiring professional archival conservation may be copied for use by the Library, then offered to a professionally-run archives in Ontario.

The third priority is to make the collections available for use by the public, by organizing, cataloguing, indexing and promoting. This work is done as time permits. Copies will be made for the circulating collection, if possible.

### Collectible Items

Items collected include books, diaries, pamphlets, newsletters, bulletins, periodicals, reports, letters, speeches, newspapers, manuscripts, maps, clippings, microforms, postcards, photographs, films, sound recordings, video recordings, electronic materials, posters, genealogical records, minutes, etc. Since there is no museum in Espanola, other artifacts not normally collected by a library may also be considered for acquisition.

Collecting the non-fiction writings of local authors, where the subject matter does not deal with the primary areas of coverage, is at the discretion of the Chief Librarian.

## ESPANOLA PUBLIC LIBRARY BOARD

### Gifts

The Library reserves the right to decide whether or not to accept a gift. Gifts of materials become the property of the Library, with the right of sale, transfer to another institution, or any other method of disposal. At the time the gift is made, the donor may opt to be notified before the Library disposes of the item, specifications of which must be in writing.

Collections of documents from local associations, institutions, corporations, etc., are accepted only on the understanding that the general public will have access to the documents; either immediately, or after a designated number of years to protect privacy rights.

*Date approved: April 10, 2017*

*Previous policies: Jan. 5, 2009,*

*Jan. 21, 2013*

*To be reviewed by: April 2021*