



Leeds and the Thousand Islands Public Library Board

Policy

SECTION: OPERATIONAL	NO: OP-16
TITLE: Local History	Date: September 2022
	Next Review Date: September 2025

1.0 Policy Statement

- 1.1 The Leeds and the Thousand Islands Public Library maintains a special collection of local history material relevant to the Township of Leeds and the Thousand Islands, the amalgamated townships of the Front of Leeds and Lansdowne, the Rear of Leeds and Lansdowne, and the Front of Escott, and the surrounding area. The objective of the local history collection is to collect and preserve documents and other materials relating to local history and the genealogy of the area. This collection is intended to complement, not duplicate, that of the Leeds and the Thousand Islands Archives.
- 1.2 The Leeds and the Thousand Islands Public Library, in partnership with the Township of Leeds and the Thousand Islands and the Thousand Islands Historical Society, have established the Leeds and the Thousand Islands Archives. The Library acts as administrator to the Archives, and oversees the development of the archival collection alongside the Archives Committee.
- 1.3 This policy specifically addresses the Library's own collection of local history materials, and does not provide a comprehensive overview of the Archives Collection Development policy.

2.0 Collections

- 2.1 Staff, under the supervision of the CEO or designate, will be responsible for collecting and organizing materials for the local history collection.
- 2.2 The Leeds and the Thousand Islands Public Library will collect items in a variety of formats for both the Library and Archival collections including, but not limited to:
 - 2.2.1 primary source material documenting local history and genealogy,
 - 2.2.2 local research,
 - 2.2.3 oral histories,
 - 2.2.4 cemetery records,
 - 2.2.5 municipal records,
 - 2.2.6 photographs and negatives,
 - 2.2.7 copies of photographs,

- 2.2.8 monographs,
 - 2.2.9 maps and historical atlases,
 - 2.2.10 newspapers in print and on microfilm, and
 - 2.2.11 other local ephemera (programs, pamphlets, etc.).
- 2.3 The Library collection will primarily focus on monographs and other published material that would be appropriate for storage and circulation in the Library's public facilities. Material that requires archival preservation, such as primary source material/records, photographs, and ephemera will be prioritized for the Leeds and the Thousand Islands Archives collection.
- 2.4 Writing by local authors that is not related to local history, the Township of Leeds and the Thousand Islands, or the surrounding area, are subject to the *Collection Development Policy (OP-02)*.
- 2.5 The Library will subscribe to databases relevant to local history and genealogy research as funds allow.

3.0 Use of the Collection

- 3.1 The Library will maintain a circulating collection of local history material where duplicates or multiple copies of monographs exist, however some material may be designated for in-library or reference use only.
- 3.2 Materials in the Archival collection are not available for circulation, but may be consulted on-site at the archives.
- 3.3 A short-term interlibrary loan of materials in the Library's Local History collection (excluding archival material) may be arranged with the approval of the CEO. These short-term loans must be arranged by another library, and the Leeds and the Thousand Islands Public Library reserves the right to limit use of fragile or rare materials, or materials designated for reference use only, to in-library consultation only (within the borrowing library).

4.0 Donations

- 4.1 The Library welcomes donations of local history materials from the community.
- 4.2 Donated materials will be assessed by Library staff to establish their suitability for either the Library or Archival collection.
- 4.3 Some items may be deemed unsuitable for the scope or capacity of the collection. Library staff will attempt to discuss these concerns with the donor and return or redirect materials.

Related Documents:

Leeds and the Thousand Islands Public Library, *OP-02 Collection Development Policy*

History			
Approval Date:	September 21, 2022	Approved by:	B. Lolley
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