



Section of Policy Manual: Governance	Policy No. : SER-05
Subject: Local History	Policy Approval Date: November 9, 2017
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The Gravenhurst Public 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 past. The collection complements the collections of the Gravenhurst Archives, and will not duplicate those collections.

Section 1: Collections

1. Staff under the supervision of the CEO/Chief Librarian will be responsible for collecting and organizing materials for the local history collection.
2. The Gravenhurst Public Library will collect materials pertaining to the history of Gravenhurst 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 social, civic, religious, economic and cultural life, both past and present. Items to be acquired include:
 - a) works and primary source material documenting local history and genealogy
 - b) local research
 - c) cemetery records
 - d) municipal records
 - e) monographs
 - f) historical atlases and maps
3. Writings of local authors that are not about Gravenhurst or the surrounding area are subject to **Policy MAT-01 Collection Development**.
4. The library will subscribe to databases relevant to local history and genealogy research.



5. The library will work in partnership with the Gravenhurst Archives 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 may accept donations of local history materials from the community and from other sources and welcomes gifts.
2. With assistance from the Gravenhurst Archives donated materials are assessed in order to establish 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. A record of provenance is kept on file for those items donated to the library; this clearly indicates that ownership resides with the library or is on indefinite loan from a donor.

Section 3: Use

1. Local history materials designated as part of the circulating Muskoka Collection will circulate. Resources designated as part of the Muskoka Reference Collection may be used in the library only and will not circulate.
2. In special situations, a short-term loan of non-circulating local history resources that are part of the library's collection may be arranged with the approval of the CEO/Chief Librarian or designated staff member.