



Section of Policy Manual: Governance	Policy No. SER-05
Subject: Local History	Policy Approval Date: Sept. 12, 2024 Date first approved: 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 community history. The collection complements the collections of the Gravenhurst Archives and will not significantly duplicate those collections.

Section 1: Collections

1. Under the supervision of the CEO/Chief Librarian or designate library staff 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 diverse 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, when possible.



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 relevant local history materials from the community and other sources.
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. All donated materials become the property of the Gravenhurst Public Library and are subject to collection development policy and procedure.

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 for in-house use only.
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.

Related Documents:

GPL Policy MAT-01 Collection Development