

ST. CATHARINES PUBLIC LIBRARY BOARD**POLICY**

Section: General Number: G27	Subject: Local History	Motion#: 2022-84
Policy Level: Library Board	Author: Collections Librarians	Review: 4 years
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Notes: Approved at the Board Meeting of June 16, 2022.		

POLICY STATEMENT

The St. Catharines Public Library maintains a Local History Collection to provide access to the documentary heritage that illustrates the historical, cultural, genealogical and socioeconomic aspects of the St. Catharines area. This policy is to provide an overall framework for the development and maintenance of the St. Catharines Public Library's Local History Collection.

Materials in the Local History Collection may have a historical colonial perspective. The Local History Collection strives to reflect respect for, and reconciliation with, Indigenous peoples of this area and its unceded territory. The Library makes every effort to develop and maintain this collection to recognize and reflect all peoples who have lived here.

SCOPE

The Local History Collection is part of the overall Library collection and aligns with the scope of the ***Collection Management Policy (G04)***.

DEFINITIONS

For the purpose of this policy, the following definitions shall apply:

1. Local History Collection - primary and secondary source materials that further the understanding of the history of St. Catharines
2. Access - the means used to make materials available in an organized manner to the public.
3. Maintenance - the inventory, disposal, replacement, repair, and preservation of materials in the collections.

REGULATIONS

See ***Collection Management Policy (G04)***.

RESPONSIBILITY

Staff under the supervision of the CEO or designate will be responsible for collecting and organizing materials for the Local History Collection, including arranging for preservation or digitization as required.

OPERATIONAL GUIDELINES

The Local History Collection will be developed, assessed, and maintained in accordance with the selection criteria and guidelines outlined in the ***Collection Management Policy (G04)*** in addition to those outlined below.

A. Collection

1. The St. Catharines Public Library will collect materials pertaining to the history of St. Catharines. Materials related to the surrounding Niagara Region may be collected if they are pertinent to the knowledge and understanding of the St. Catharines area. Materials created by the St. Catharines Public Library that illustrate the growth and development of the library will also be collected.
2. The Local History Collection will acquire historical material by donation, bequest, purchase, and transfer, including but not limited to:
 - a) Textual records
 - b) Monographs
 - c) Photographs and other visual records
 - d) Maps
 - e) Sound recordings or visual recordings
 - f) Historical memorabilia and digital materials
 - g) Cemetery records
3. Works of local authors that are not about St. Catharines or the surrounding area are subject to the ***Collection Management Policy (G04)***.
4. The Library will facilitate digitization projects to preserve fragile items and increase accessibility and public awareness of the St. Catharines area, its peoples, history and development

B. Access

Physical materials in the Local History Collection are for use in the Library only and will not circulate.

C. Maintenance

1. The Library may occasionally be required to deselect materials from the Local History Collection due to condition, relevance, duplicity in other collections, or space. In accordance with the ***Collection Management Policy (G04)***, the following criteria are used when deselecting items from the collection:

- a) Relevance to the historical, cultural, genealogical and socioeconomic aspects of the St. Catharines area.
 - b) Duplication of items across the Local History Collection and/or other St. Catharines Public Library collections.
 - c) Physical condition and the Library's capacity to preserve or replace the item.
 - d) Physical format of the item.
2. At the discretion of the Library, deselected material will be offered to other institutions, which may include accredited museums, archives, municipalities or other libraries.
 3. A record of materials discarded from the Local History Collection will be maintained for six months. Information retained will include bibliographic information, and whether the items were donated, sold or discarded.

D. Gifts

1. In accordance with the ***Gifts in Kind Policy (F03)***, the Library will accept gifts of relevant local history materials from the community and other sources.
2. The St. Catharines Public Library Board reserves the right to accept or deny donations or bequests without reservation, and all donations and bequests become the property of the St. Catharines Public Library as per the ***Gifts in Kind (F03) Policy***.

IMPLEMENTATION

This Policy shall be implemented by the C.E.O. The responsibility for collection management is vested in the office of the C.E.O., who delegates activity to staff.

RELATED DOCUMENTS

1. St. Catharines Public Library ***Collection Management Policy (G04)***
2. St. Catharines Public Library ***Gifts in Kind Policy (F03)***