

Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual

Section:

Patron Services

Number:

C-2

Title:

Local History Collection

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Adopted: January 16, 2002

Reviewed: January 15, 2020;

Revised: January 2020

Policy

The Burk's Falls, Armour & Ryerson Union 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 Burk's Falls and area Historical Society and Heritage Centres, and attempts not to duplicate those collections.

Procedure

1. Staff under the supervision of the CEO or designate will be responsible for collecting and organizing materials for the local history collection.
2. The Burk's Falls, Armour & Ryerson Union Public Library will collect materials pertaining to the history of Burk's Falls 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) oral histories
 - d) cemetery records
 - e) municipal records
 - f) photographs and negatives
 - g) copies of photographs
 - h) monographs
 - i) historical atlases and maps
 - j) papers
 - k) brochures, pamphlets and programmes of events
 - l) personal papers, including correspondence and family bibles (related to the early settlement of the community)
3. Writings of local authors, that are not about Burk's Falls or the surrounding area, are subject to the [Collection Development Policy \(B-2\)](#).
4. The library will subscribe to databases relevant to local history and genealogy research.
5. The library will work alone or in partnership with others to undertake the digitization of

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local history materials in order to provide the public with greater access to local history information.

6. The Library will accept the loan of appropriate material for the purposes of obtaining copies to be added to the collection and for exhibits, with permission of the owner.
7. The CEO accepts approved materials for display depending on available space. All articles on display will be left at the owner's risk. The Library does not accept responsibility for the loss, defacement or return of materials to organizations or individuals. The individual or a representative of the organization must sign the "[Memorandum of Understanding](#)" stating they have read this policy and agree to its terms.
8. Local history materials may be used in the Library only and will not circulate. Loans of the material for display or similar purpose will be made only with the approval of the CEO and will require documentation.

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MEMORANDUM OF UNDERSTANDING

Name of Individual, School or Organization displaying material: _____

Scheduled month and year of display: _____

Location of display:

The purpose of the display space is to highlight the artistic talents of local artists or to feature special collections and to make the viewing of their works/collections available to the public.

Library use of the display space precludes any other use. The library is used for library purposes during the day and evening by children and adults.

Organizations or individuals displaying collections or artwork may include a sign stating the name of the organization/individual.

The Library does not insure artworks or special collections and assumes no liability in case of damage or theft.

Individuals and organizations must read and agree to the terms of the Library's Local History Policy.

This Memorandum of Understanding must be signed and returned before the display reservation is final.

I, _____ Agree to the Above Conditions _____

(Print Name) (Signature)

For: _____

(Organization)

Date: _____

Telephone: _____

Address: _____