

Local History

Policy Number: **OP-13**

Initial Policy Approval Date: **June 2019**

Last Review/Revision Date: **2024**

Year of Next Review: **2028**

The Port Colborne 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 Port Colborne Historical and Marine Museum, and will not duplicate those collections.

The library's local history collection strives to reflect respect for, and reconciliation with, Indigenous people of this area and its unceded territory. Some collection materials may have a historical colonial perspective. The library makes every effort to develop this collection to recognize and reflect all peoples who have lived here.

Section 1: Collections

1. 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**
2. The Port Colborne Public Library will collect materials pertaining to the history of Port Colborne and its surrounding areas. Materials include originals and reproductions. Priority will be given to the acquisition of items that will contribute to the knowledge related to 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) 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 programs of events
 - l) limited personal papers, including correspondence and family bibles (related to the early settlement of the community)
3. Writings of local authors, that are not about Port Colborne or the surrounding area, are subject to OP-04 Collection Development Policy.
 4. The library will subscribe to databases relevant to local history and genealogy research, **as possible**.
 5. The library may work alone or in partnership with others to undertake the digitization of local history materials in order to provide the public with greater access to local history information.
 6. At the discretion of the CEO, and in collaboration with the Port Colborne Historical and Marine Museum, some items in the library's local history collection may be stored at the L.R. Wilson Heritage Research Archives for shared usage and access.
 7. The library will continue to purchase, catalogue, and maintain its microfilm collection, which will be stored at the L.R. Wilson Heritage Research Archives for shared usage and access.

Section 2: Donations

1. The library will accept donations of local history materials from the community and from other sources, **and may solicit donations of specific material types**.
2. Donated materials are assessed by library staff in order to determine 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 will be kept on file for items donated to the library to clearly indicate whether ownership resides with the library, or if items are on indefinite loan from a donor.
5. Donors may also be referred to the Port Colborne Historical and Marine Museum.



Port Colborne Public Library

6. All donated materials become the property of the Port Colborne Public Library and are subject to collection development policy and procedure. See General Gift Acceptance Policy FR-01.

Section 3: Use

1. Local history materials may be used in the library only and will not circulate.
2. In special situations, a short-term loan may be arranged with the approval of the CEO.

Related Documents:

- Port Colborne Public Library. OP-04: Collection Development Policy
- Port Colborne Public Library. FR-01: General Gift Acceptance Policy