

Muskoka Lakes Township Public Library  
LIBRARY BOARD POLICY

Policy Type: Operational	Policy Number: OP-26
Policy Title: Local History & Genealogy	Policy Approval Date: 02/13/24
Chairperson: V. Duke	Policy Review Date: 02/28

**Intent:**

The Muskoka Lakes Public Library (herein after referred to as the 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.

**Regulations:**

The local history collection is developed in accordance with the Library's policies on Collection Development (OP-24), General Gift Acceptance (OP-25) and Indigenous Awareness and Reconciliation (GF-06).

**Procedures:****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.
2. The Library will collect materials pertaining to the history of Muskoka 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 programs 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 Muskoka or the surrounding area, are considered based on the criteria outlined in the Collection Development Policy (OP-24).

4. 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 in this area.
5. The Library strives to develop a local history collection that complements and does not significantly duplicate the collections of the Muskoka Lakes Museum.
6. The Library will subscribe to databases relevant to local history and genealogy research.
7. The Library will 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.

## **Section 2: Donations**

1. The Library welcomes gifts and will solicit donations of local history materials from the community and other sources.
2. Donated materials are assessed to establish their suitability for 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 Library and are subject to the Library's policies on Collection Development (OP-24) and General Gift Acceptance (OP-25).

## **Section 3: Use**

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

## **Related Documents:**

MLPL GF-06 Indigenous Awareness and Reconciliation

MLPL OP-24 Collection Development

MLPL OP-25 General Gift Acceptance

