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## SERV-09 Local History Policy

### **Policy Statement**

The Powassan and District Union Public Library maintains a special collection to conserve local history and to provide access to unique materials that help researchers and the public better understand our past. The collection complements local collections in the Municipalities and Townships served by the Library.

### **Section 1: Collections**

The Library's Local History resources are comprised of various formats including electronic digitized files and databases.

#### **Print 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 may collect some materials pertaining to the history of Powassan and its surrounding areas, in response to demand and available space. Materials can include originals and reproductions. Every effort will be made to digitize the items or documents and include them on our Digital Archive.
3. Writings of local authors, which are not about Powassan or the surrounding areas, are subject to the ***Collection Development Policy RES-03***.
4. The Library will subscribe to databases, i.e. Ancestry.com, relevant to local history and genealogy research.
5. The Library will work alone or in partnership with others to undertake the digitization of local history materials to provide the public with greater access to local history information.

### **Digital Collections**

Digital collections are supported through OurDigitalWorld VITA - Powassan Digital Archives. Partners to share the service will be sought and shared Terms of Reference and guide will clarify goals, objectives and procedures for posting all digital objects.

## **Section 2: Use**

1. Some clearly identified 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: RES-03 *Collection Development Policy***