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## Edwardsburgh Cardinal Public Library

Policy Type: **Operational**

Policy Number: **OP- 15**

Policy Title: **Local History**

Policy Approval Date: Nov. 29, 2016

Policy Review Date: 2020

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The Edwardsburgh Cardinal 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 South Grenville Historical Society and are not meant to replace those collections.

### Section 1: Collections

1. Staff under the supervision of the CEO will be responsible for collecting and organizing books for the local history collection.
2. The Edwardsburgh Cardinal Public Library will collect materials pertaining to the history of the Township of Edwardsburgh Cardinal 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) historical atlases and maps

All items must be bound or organized in a binder and suitable for storage on a shelf.

The Edwardsburgh Cardinal Public Library does not collect the following items:

- a) photographs and negatives
  - b) copies of photographs
  - c) brochures, pamphlets and programmes of events
  - d) loose papers
  - e) personal papers, including correspondence and family bibles (related to the early settlement of the community)
  - f) microfilm or microfiche
3. Writings of local authors that are not about the Township of Edwardsburgh Cardinal or the surrounding area, are subject to **OP-04: Collection Development** and **COL-01: Weeding procedures**.
  4. Items in the Local History collection are exempt from **COL-01: Weeding procedures**; however, the library will work in partnership with the local historical society to ensure digitization or other long-term preservation of items belonging to the library.

5. The library will subscribe to databases relevant to local history and genealogy research when funding permits.

## Local History (Continued)

### Section 2: Donations

1. The library will solicit donations of local history materials from the community and from other sources and welcomes gifts.
2. Donated materials are assessed by the CEO or Branch Supervisor in order to establish their suitability to the collection.
3. Some materials may be deemed to be too fragile or bulky to accept. Any problem items will be discussed with the donor and then returned or redirected as is mutually agreed upon.
4. Items donated are the property of the Edwardsburgh Cardinal Public Library.

### Section 3: Use

1. Some local history materials may be designated as in-library use only and may not circulate. Such items will be clearly labelled or stored in a special location.
2. In special situations, a short-term loan of non-circulating items may be arranged with the approval of the CEO.

### Related Documents

Edwardsburgh Cardinal Public Library *OP-04 Collection Development Policy*

Edwardsburgh Cardinal Public Library *COL-01 Weeding Procedures*