



## **LOCAL HISTORY POLICY**

**Adopted Date: September 2006**

**Revision Date(s): September 2008, June 2010,  
June 2012, June 2014, June 2016**

**Review Date: June 2018**

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### **Introduction**

Providing access to information regarding the history of Wainfleet is an important function of the Wainfleet Township Public Library. Works by and about local authors, and material relating to the history of the area will be acquired if they meet the selection standards of the Library.

### **Selection Criteria**

1. Geographical – the Library will collect material pertaining to the history of Wainfleet and its surrounding area as it relates to Wainfleet.
2. Time – material will be collected dating from the earliest period possible to present.
3. Subject areas – all material relating to local history and genealogy will be collected.
4. Format – materials collected will be print and non-print and may include other media as appropriate.

### **Donations**

Donated material will be assessed in order to establish its suitability to our particular local history collection. Some material may be deemed too fragile or bulky to be accepted. Any problematic material will be discussed with the donor and then returned or redirected, as is mutually agreed upon. No condition may be imposed by the donor relating to any item after its acceptance. Once received, materials are the exclusive property of the Library, and the Library may make whatever disposition of the materials which is deemed appropriate. Materials not added to the collection may be offered to other libraries, sold or discarded.

### **Responsibility for the Collection**

Staff or volunteers under the supervision of the CEO or designate will be responsible for collecting, organizing and filing material for the local history collection.

**Patron Use**

Local history items are for in-library use only and will not circulate. In rare situations, a short-term loan may be arranged with the approval of the CEO or designate and will require documentation.