



# Dryden Public Library Board

## POLICY

<b>SECTION: OPERATIONAL</b>	<b>NO: OP-12</b>
<b>TITLE: Local History Policy</b>	<b>Date: February 2023</b>
	<b>Next Review Date: February 2027</b>

### 1.0 Policy Statement

1.1 The Dryden Public Library maintains a special collection of local history material relevant to Dryden and the surrounding area. The objective of the local history collection is to collect and preserve documents and other materials relating to Dryden's history and the genealogy of the area. Recognition at some collection material may have a historical colonial perspective and the efforts being made to broaden the scope to achieve fuller representation. This collection is intended to complement, not duplicate, that of the Dryden District Museum, Dryden Historical Society and Dryden Genealogical Society.

### 2.0 Collections

- 2.1 Staff, under the supervision of the CEO or designate, will be responsible for collecting and organizing materials for the local history collection.
- 2.2 The Dryden Public Library will collect items in a variety of formats, including but not limited to:
- 2.2.1 primary source material documenting local history and genealogy,
  - 2.2.2 local research,
  - 2.2.3 oral histories,
  - 2.2.4 cemetery records,
  - 2.2.5 municipal records,
  - 2.2.6 photographs and negatives,
  - 2.2.7 copies of photographs,
  - 2.2.8 monographs,
  - 2.2.9 maps and historical atlases,
  - 2.2.10 newspapers in print and on microfilm, and
  - 2.2.11 other local ephemera (programs, pamphlets, etc.).
- 2.3 Writing by local authors that are not related to local history, the City of Dryden, or the surrounding area, are subject to the *Collection Development Policy (OP-02)*.

2.4 The Library will subscribe to databases relevant to local history and genealogy research as funds allow.

### 3.0 Donations

3.1 The Library welcomes donations of local history materials from the community.

3.2 Donated materials will be assessed by Library staff to establish their suitability to the collection. Some materials may be deemed unsuitable for the collection or too fragile or bulky for storage in the Library. Library staff will attempt to discuss these concerns with the donor and return or redirect materials.

### 4.0 Use of the Collection

4.1 Local history materials are for use in the Library only and will not circulate.

4.2 In special situations, a short-term loan may be arranged with the approval of the CEO.

### Related Documents:

Dryden Public Library, *OP-02 Collection Development*

History			
<b>Approval Date:</b>	November 2017	<b>Approved by:</b>	L Ayers
<b>Amendment Date:</b>	February 2023	<b>Approved by:</b>	S Lockyer
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