

Section	Services	Section#:	4
Sub-section	Lending of Materials	Sub-section #:	4.2
Topic	Local History	Policy #:	4.2.3

Policy

The Selwyn Public Library shall maintain a special collection to conserve local history and to provide access to materials that help researchers and the public better understand our past.

Procedures

1. Staff under the supervision of the CEO/Chief Librarian will be responsible for collecting and organizing materials for the local history collection.
2. The Library will focus on materials about the history of Selwyn and the former townships of Smith, Ennismore, and Lakefield and the surrounding areas.
3. Local history collections will be developed on a system-wide basis and will be housed as the physical space of the individual libraries allows.
4. Though the Library will accept donations, items will be assessed on an individual basis by the CEO/Chief Librarian. Physical space may be a limiting factor in the ability of the Library to accept some donations. *Some materials 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 is deemed appropriate. Materials not added to the collection may be offered to other libraries, sold, or discarded.*
5. Works by local authors that are not about Selwyn or the surrounding area are subject to the selection criteria established in the Collection Policy 3.2.2
6. The Library will subscribe to databases and other online resources relevant to local history and genealogy research.
7. Due to the valuable nature of some materials, use by the public may be restricted. In special circumstances, short-term loans may be arranged at the discretion of the Branch Librarian or designated staff. If feasible, duplicate copies of titles will be purchased and permitted to circulate.
8. The Library will work in partnership with other historical organizations in the community to provide the public with greater access to local history information.
9. The Library will work towards facilitating digitization projects of our local history collection in order to increase public awareness of the Selwyn area and its peoples, history and development.

Related Documents:

Collection Development Policy 4.2.2

History:		
Date of Original Board Motion:	November, 2010	
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		2024.013
Date of Next Review:		