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## Smiths Falls Public Library



Policy Type: **Operational**

Policy Number: **OP-06**

Policy Title: **Local History**

Policy Approval Date:  
May 28, 2024

Last Review Date:

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The Smiths Falls Public Library maintains a local history collection to provide access to unique materials that help researchers and the public better understand our community and territory history. The collection is intended to complement the collections of heritage organizations (eg. museums) in the community.

While the Library's local history collection strives to reflect respect for, and reconciliation with, Indigenous people of this area, some collection materials may have a historical colonial perspective. The Library makes every effort to develop this collection to recognize and reflect all peoples who have lived here.

### Section 1: Collections

1. Staff under the supervision of the CEO or designate will be responsible for collecting and organizing materials for the local history collection, including arranging for preservation or digitization as required.
2. The Smiths Falls Public Library will focus on collecting materials pertaining to the Town of Smiths Falls and the Township of Montague; materials from surrounding areas may also be included in the collection but are they are of a lower priority. Materials include originals and reproductions. Emphasis is given to the acquisition of those items which will contribute to the knowledge of the diverse social, civic, religious, economic and cultural life, both past and present. Items to be collected 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) photographs and negatives
  - g) copies of photographs

- h) monographs
  - i) historical atlases and maps
  - j) papers
  - k) brochures, pamphlets, and programs of events
- 3. The library will work alone or in partnership with others to undertake the digitization of local history materials in order to provide the public with greater access to local history information.
- 4. The Library will maintain a local history database and will subscribe to databases relevant to local history and genealogy research.

## **Section 2: Donations**

- 1. The Library will accept donations of relevant local history materials from the community and other sources and at times may solicit donations of specific material types.
- 2. Donated materials are assessed by Library staff to determine their suitability to the collection.
- 3. Some materials may be deemed to be inappropriate for the Library's collection (eg. too fragile or bulk).
- 4. All donated materials become the property of the Smiths Falls Public Library and are subject to the Materials Selection policy (OP-12).

## **Section 3: Use**

- 1. Local history materials are for use in the library only and will not circulate.
- 2. In rare circumstances, a short-term loan may be arranged with the approval of the CEO or designate.