



## Local History & Genealogy Policy

Policy Number: 17-29

Policy Approval Date: April 10, 2017

Policy Review Date: April 2020

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### Purpose

The Huntsville Public Library maintains a special collection in order to preserve local history to provide access to unique materials that help researchers, genealogists, and the public better understand our past.

The purpose of the Local History and Genealogy Policy is to guide staff in making decisions about the selection, management and preservation of a specific collection of Library materials relating to the history of the Town of Huntsville.

The collection complements that of Muskoka Heritage Place, the Town of Huntsville, the Muskoka Parry Sound Genealogy Group, and District of Muskoka Public Libraries.

### Policy

The Library's Local History and Genealogy resources are comprised of various physical and digital formats including electronic digitized files and databases.

### Collections - Physical

1. Staff under the supervision of the CEO/Chief Librarian or designate will be responsible for collecting and organizing materials for the local history collection.
2. The Huntsville Public Library will collect materials pertaining to the history of the Town of Huntsville. Materials collected will include originals and reproductions. Emphasis is given to the acquisition of those items that 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) Photographs and negatives
- g) Copies of photographs
- h) Monographs
- i) Historical atlases and maps
- j) Papers
- k) Personal papers, including correspondence and family bibles (related to the early settlement of the community)

Writings of local authors that are not about the Town of Huntsville or the surrounding area are subject to the *HPL Collection Development Policy*.

The Library will strive to select databases relevant to local history and genealogy research.

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.

### **Collections – Digital**

Huntsville Public Library digital collections are supported through VITA – Muskoka Digital Archives. Currently, the platform is shared with the Bracebridge Public Library, and Muskoka Lakes Public Library. A shared term of reference and guide will clarify goals, objectives and procedures for posting all digital objects. Currently all Huntsville Public Library digital objects (photographs) from a previous project are hosted on this platform and they can be accessed by all visitors to the website.

The Library is creating a Digitization Policy.

### **Donations**

The Library will solicit donations of local history materials from the community, from other sources and welcomes gifts subject to Appendix A: Donation Form.

Donated materials are assessed in order to establish their suitability to the collection.

Some materials may be deemed to be too fragile or bulky to accept. Any problematic items will be discussed with the donor and then returned or redirected as is mutually agreed upon.

A record of provenance is kept on file for those items donated to the Library. The Donation Form clearly states that ownership resides with the Library and that the Library shall have full discretion as to use, display and dispose thereof as it may deem to be in the best interests.

## **Use**

Local history and genealogy materials may be used in the Library only and do not circulate.

A short-term loan may be arranged in certain situations with the approval of the CEO/Chief Librarian.

## **Related Documents**

Art in the Library Policy & Donation Form

Donation Form

Circulation and Fines Policy

*Digitization Policy and Procedures*

Materials Selection Policy

## **History**

Approved by the Huntsville Public Library Board April 10, 2017 | Motion: 17-29.  
August 28, 2014 | Motion 14-56.