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## Hastings Highlands Public Library

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**Area:** Operational  
**Policy Title:** Local History  
**Policy Number:** OP-13

**Initial Policy Approval Date:** November 24, 2010  
**Last Review:** February 22, 2024  
**Year of next review:** 2027

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The Hastings Highlands Public Library maintains a special collection to conserve local history and to provide access to unique materials that help researchers and the public better understand our past.

### 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.
2. The Hastings Highlands Public Library will collect materials pertaining to the history of Hastings Highlands and its surrounding areas. Materials 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) monographs
  - e) historical atlases and maps
  - f) papers
  - g) brochures, pamphlets, and programs of events
  - h) personal papers, including correspondence and family bibles (related to the early settlement of the community)
3. Writings of local authors, that are not about Hastings Highlands or the surrounding area, are subject to the **Collection Development Policy OP- 04**.
4. The library will subscribe to databases relevant to local history and genealogy research.
5. The library may work alone or in partnership with others to undertake the digitization of local history materials to provide the public with greater access to local history information.

## **Local History**

### **Section 2: Donations**

1. Donated materials are assessed to establish their suitability to the collection.
2. 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 mutually agreed upon.
3. A record of provenance is kept on file for those items donated to the library; this indicates that ownership resides with the library or is on indefinite loan from a donor.

### **Section 3: Use**

1. Local history materials may be used in the library only and will not circulate.
2. In special situations, a short-term loan may be arranged with the approval of the CEO.

### **Related Documents**

Hastings Highlands Public Library ***OP-04 Collection Development Policy***