



Carleton Place Public Library

Policy Type: **Operational**

Policy Number: **OP - 16**

Policy Title: **Local History**

Policy Approval Date: Sept. 20, 2017

Last Review/Revision Date: May 2022

Policy Review Date: 2026

The Carleton Place Public Library maintains a special collection to provide access to unique materials that help researchers and the public better understand our community and local area history. The collection complements the collections of the Carleton Place and Beckwith Heritage Museum and will not significantly duplicate those collections.

The Carleton Place Public Library strives to reflect respect for, and reconciliation with, Indigenous people of this area and its unceded territory within its collections. Some local history 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.
2. The Carleton Place Public Library will collect materials pertaining to the history of Carleton Place, Beckwith, and its surrounding areas. Materials include originals and reproductions. Emphasis is given to the acquisition of those items which 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) monographs
 - g) historical atlases and maps
3. Writings of local authors, which are not about Carleton Place or the surrounding area, are subject to the **Collection Development Policy OP- 06**.
4. The library will subscribe to databases relevant to local history and genealogy research.
5. 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.



Section 2: Donations

1. The library will accept donations of relevant local history materials from the community and from other sources.
2. Donated materials are assessed by library staff in order to establish their suitability to the collection using the criteria noted in section 2.4 of the Carleton Place Public Library Collection Development Policy OP-06. Materials without appropriate source citations will not be accepted.
3. 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.
4. All donated items become property of the Carleton Place Public Library and subject to the Carleton Place Public Library **Collection Development Policy OP-06**.

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 Library CEO.

Related Documents

Carleton Place Public Library **OP-06 Collection Development Policy**