

**Policy: Operational - Local History**

**Department: Library**

**Effective Date: September 2016**

**Revision Date:**

**Next Year of Review: 2018**

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The Bruce County Public Library may collect materials relating to the history of Bruce County and surrounding area. Works by and about local authors, and materials relating to the history of the area shall be acquired if they meet the selection standards of the Library. The library collection complements the collections of the Bruce County Museum and Cultural Centre, and will not duplicate those collections.

**Section 1: Collections**

1. The Bruce County Public Library does not collect primary sources which are more appropriately housed by the Bruce County Museum and Cultural Centre. An exception may be made for library documents pertaining to library history.
2. Writings of local authors that are not about Bruce County or the surrounding area are subject to the Collection Development Policy OP.
3. The library will subscribe to databases relevant to local history and genealogy research.
4. It is not the mandate of the Bruce County Public Library to digitize local history documents.

**Section 2: Donations**

1. Donated materials are assessed in order to establish their suitability to the collection. Primary sources, if donated to the library or found in the collection, can be offered to the Bruce County Museum and Cultural Centre for consideration.
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 is mutually agreed upon.

**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**

Bruce County Public Library OP Collection Development Policy

Bruce County Museum and Cultural Centre Collection Management Policy

Bruce County Museum and Cultural Centre Preservation Management Policy

Bruce County Museum and Cultural Centre Research Policy