



**POLICY  
LOCAL HISTORY COLLECTION**

Board motion number: \_\_\_\_18:11\_\_\_\_ Chairperson’s signature: \_\_\_\_\_

**LH-1 Objective for the local history collection**

To collect and preserve documents and other materials relating to the history of Bonnechere Valley and North Algona Wilbeforce townships, Renfrew County, and surrounding areas.

**LH-2 Criteria for selection**

**Geographical coverage** - The library will collect material pertaining to the history of Bonnechere Valley and North Algona Wilbeforce townships and surrounding areas, particularly Renfrew County as it pertains to the two townships.

1. **Time** - Material will be collected dating from the earliest period possible to the present.
2. **Subject fields** - All subject fields pertaining to local history and genealogy will be collected.
3. **Format** - Materials collected will be print or non-print and may include photographs, slides, videos or any other media.

**LH-3 Loans**

The library will accept the loan of appropriate material for the purposes of obtaining copies to be added to the collection and for exhibits, with permission of the owner.

**LH-4 Responsibility for the collection**

Volunteers or staff, under the supervision of the CEO, and with the assistance of the local history committee or the local museum, will be responsible for collecting, organizing, and filing material for the local history collection.

**LH-5 Patron use**

Local history materials may be used in the library only, and will not circulate. Loans of the material for display or similar purpose will be made only with the approval of the CEO and will require documentation.