

RAINY RIVER PUBLIC LIBRARY		
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The library maintains a special collection in order to conserve local history and to provide access to unique materials that help researchers and the public better understand our past.

1. The CEO or designate will be responsible for collecting and organizing materials for the local history collection.
2. The library will collect materials pertaining to the history of the Territorial District of Rainy River. Materials include originals and reproductions. The collection's goal is to acquire 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) brochures, pamphlets and programmes of events
 - l) personal papers, including correspondence and family bibles (related to the early settlement of the community)
3. Due to storage and budgetary concerns, the library does not actively acquire realia or maintain a realia collection.
4. Writings of local authors that are not about the Territorial District of Rainy River or the surrounding area are subject to the Collection Development and Maintenance Policy (SE1).
5. Where budgets permit, the library will subscribe to databases relevant to local history and genealogy research.
6. 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.
7. The library will solicit donations of local history materials from the community and from other sources. Gifts are welcome.
8. Donated materials are assessed for suitability to the collection.

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9. 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.
10. A record of provenance is kept on file for those items donated to the library. This clearly indicates that ownership resides with the library or is on indefinite loan from a donor.
11. Non-circulating local history materials may be used in the library only.
12. Non-circulating local history materials are not available for interlibrary loan.