



**SUBJECT:** LOCAL HISTORY POLICY

**Policy No:** 2020-12

**Date:** May 19, 2020

**Review Date:** May 2024

**Pages:** 8 (*Including Appendices*)

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## **PURPOSE**

The purpose of the Local History Policy is to guide staff in making decisions about the selection, management and preservation of a specific collection of library materials relating to the history of Innisfil and its surrounding area.

## **POLICY:**

### **General**

The Library's Local History resources are comprised of various formats including electronic digitized files and databases.

### **Application**

All Library Staff involved in the management and use of the Innisfil ideaLAB & Library's Local History collections and resources, including databases.

### **Definitions**

#### ***Database(s):***

Searchable online collections of digitized local history files containing photographs, essays, artifacts, paper documents, newspaper articles, vital statistics, and audio and video recordings. For the purposes of this document the term 'databases' will be used to refer to the digital repository known as '**Our Stories**' ([www.ourstoriesinnisfil.ca](http://www.ourstoriesinnisfil.ca)) managed by Innisfil ideaLAB & Library.

#### ***Digital Collection:***

Refers to all local history digital materials either donated to Innisfil ideaLAB & Library or created by Library Staff that are housed in the databases.

#### ***Digital Materials:***

Includes but is not limited to: electronic media formats of text, visual material, video material, audio material (as opposed to print, microform, etc.) that are housed in the Library databases. May refer to born digital objects or objects that have been digitized by Library Staff or Volunteers.

**Digitize, Digitization:**

The process of converting information into a digital (electronic media) format, e.g. scanning or photographing.

**Original Materials:**

Physical objects temporarily donated to Library for the purpose of digitization and inclusion in the databases.

**Physical Collection:**

Refers to physical, tangible items such as books, microform, and newspapers housed in the Local History Collection of Innisfil ideaLAB & Library.

**Guidelines****Selection Criteria**

The Innisfil ideaLAB & Library will collect material pertaining to the history of Innisfil and its surrounding area as it relates to Innisfil. Material will be collected dating from the earliest period possible to the present. All subject fields pertaining to local history and genealogy will be collected. Materials collected will be print or non-print and may include:

- Works and primary source material documenting local history and genealogy;
- Local research in various formats;
- Oral histories;
- Cemetery records;
- Municipal records;
- Photographs and negatives;
- Copies of photographs;
- Monographs;
- Newspapers;
- Posters;
- Brochures, pamphlets and programmes of events;
- Personal papers, including correspondence;
- Historical atlases and maps;
- Microform;
- Electronic formats as appropriate.

**Donations to the Physical Collection**

Donated materials are assessed in order to establish their suitability for this particular collection. Some materials may be deemed to be too fragile or bulky to be accepted. Any problematic items will be discussed with the donor and then returned or redirected, as is mutually agreed upon. Once materials have been accepted for the collection a receipt form will be prepared, including a list of the materials and their owner designated value, for signing by both the donor and the Special Collections Librarian, or the Manager of Collection Services. After this form has been signed, the donation process is complete. The signed form will be kept on file for as long as the item exists. (*see Appendix 1- **Donated Material or Material to be Digitized Form***).

**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. A receipt form will be prepared including a list of the materials, their owner designated value, and the parameters of the loan period. The form will be signed by both the owner and the Special Collections Librarian or the Manager of Collection Services. (see *Appendix 2 - Loan of Local History Materials Agreement*).

### **Digital Collections**

Innisfil ideaLAB & Library currently hosts one online digital repository: '*Our Stories*', also referred to as the 'database'. This policy will serve as a guide to the local history databases. New additions to the databases are subject to the same selection criteria as material for the physical local history collection.

### **Donations to the Digital Collections**

All partner and donor organizations maintain ownership of, and responsibility for, all the original materials in their individual collections, and they likewise maintain the rights to the digitized copies of the items in their collection and all accompanying metadata. Donor organizations agree to provide a digitized copy of the items, with the accompanying metadata, for public access via the databases. Digital materials donated to the Library's Digital Collections require a signed donation form (see *Appendix 1*).

### **Rights to Digitized Items**

Blanket permission for the Innisfil ideaLAB & Library to allow the reproduction of images in Library developed databases, will be requested from donor organizations at the time of donation, if applicable. The signed form will be kept for as long as permission is granted. (see *Appendix 1*).

- All partner and donor organizations must exercise due diligence to ensure that they own the rights to the items they digitize.
- Partner organizations may be required to enter into a partnership agreement, outlining the roles of each organization.
- Items in the public domain may be freely displayed.
- Items where the author cannot be determined or located may be displayed.
- In cases where a participating institution owns a collection, but not the intellectual property rights, that institution will seek permission from the holder of the intellectual property rights ("the author") before digitizing the collection.
- If the rights to an item already digitized and entered into the public database come into dispute, the item will be made inaccessible to the public until the dispute is resolved.

The Innisfil ideaLAB & Library may provide digital and/or print copies of photographs available on the databases, subject to copyright legislation. The purpose of providing this service is to assist the general public with local history research. All requests for this service of photographic reproduction will be forwarded to the Special Collections Librarian or designate for processing following the appropriate procedures. (See *Appendix 3 – Request for Reproduction of Images*.)

### **Responsibility for the Collection**

Staff or volunteers under the supervision of the Special Collections Librarian or designate will be responsible for collecting, organizing and filing material for the Local History collection. Innisfil ideaLAB & Library will demonstrate due diligence in the care, storage, and

maintenance of both physical and digital local history collections. The Local History Collection will be assessed for quality and balance on an on-going basis.

### **Customer Use**

Local history materials, with the exception of electronic databases, may be used in the Library only and will not circulate. In rare situations, a short-term loan may be arranged with the approval of the Special Collections Librarian or Manager of Collection Services and may require documentation. Duplicate copies of some material may be acquired for the circulating collection.

### **Appendices**

Appendix 1: *Donated Material or Material to be Digitized Form*;

Appendix 2: *Loan of Local History Materials Agreement*;

Appendix 3: *Request for Reproduction of Images*.

### **Related Policies**

*Borrowing Policy*

*Collection Management Policy*

Approved by the Innisfil Public Library Board, May 19, 2020

Motion Number: 2020.39

Supersedes Policy #2016-22, approved November, 21, 2016, Motion #2016.94; and Policy #2013-15, approved October 21, 2013, Motion #2013.94; & Policy #2010-02, approved February 16, 2010, Motion #2010.17; & Policy #2006-11, approved March 20, 2006, Motion #2006.29.



## LOAN of LOCAL HISTORY MATERIALS AGREEMENT

Received from: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

The following objects are deposited on loan to the Innisfil ideaLAB & Library subject to the conditions as noted in this agreement:

Description	Owner's Valuation
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

=====

Lender's Insurance (if applicable)	Company: _____
	Agent: _____
	Policy #: _____
	Expiry Date: _____

## LOAN AGREEMENT CONDITIONS

1. The property listed within this agreement is hereby deposited on the understanding between the Lender and the Innisfil Public Library Board that the Board will not be responsible for the care of the property beyond the normal precautions employed by the Board with its own property.
2. The property listed belongs to the Lender and photos taken by anyone other than Library Staff or authorized Library Volunteers (for the purposes of digitization) must be authorized by the Lender (see below).
3. The Board may, at any time within its discretion, request in writing that the Lender retrieve the loaned property from the Board. If the loaned property is not retrieved within six months of said written request, it is hereby agreed that the loaned property shall become the property of the Board.
4. The provisions hereof shall be binding on the Lender, his/her heirs, legal representatives and assigns.
5. Items on loan will be returned only upon surrender of this agreement or upon written order of the Lender or his/her duly authorized agent.

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### Permission For Photography

I will allow general photography for the following purposes:

- Promotion of show on library website or literature,
- Promotion of show in local newspapers,
- Other.
- I want to be contacted except in the aforementioned circumstances.

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Signature of Lender

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I hereby acknowledge that I/We have reviewed the above agreement, understand its terms, and agree to be bound by the said terms.

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

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Signature of Lender

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## LIBRARY ACKNOWLEDGEMENT

The Innisfil Public Library Board gratefully receives the objects listed above for the purpose of:

- Obtaining copies to be added to the collection  , **or**
- Display at the \_\_\_\_\_ Branch,

located at \_\_\_\_\_,

from \_\_\_\_\_ to \_\_\_\_\_.

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Authorized Signature

## Request for Reproduction of Images

Subject to the following conditions, I/we request permission to have reproduced the following photographs, in digital format, found on [www.ourstoriesinnisfil.ca](http://www.ourstoriesinnisfil.ca)

<b>Name:</b>			
<b>Address:</b>			
<b>Telephone:</b>		<b>Email:</b> <i>(Required)</i>	

‘Our Stories’ PID (Item ID#)	Title	Description

*(Use additional pages if needed)*

**Reason for Reproduction** *(check all that apply and supply details):*

- Personal use     
  Commercial Use     
  Media     
  Other

**Details:** \_\_\_\_\_

**CONDITIONS:**

- If published or for commercial use, the following credit will be given for each photograph reproduced: *Images courtesy of Innisfil ideaLAB & Library and \*name of donor organization, e.g. Innisfil Historical Society.\**
- If permission is granted for one-time use only, photographic reproductions may not be re-used without permission from the Library. The reproduction will not be used for commercial purposes.
- Innisfil ideaLAB & Library does not always hold copyright to images in its collection. Permission to reproduce will depend on the copyright status of the individual image.

I/we agree to the conditions outlined above.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Permission Granted:** \_\_\_\_\_  
 Library CEO or Designate

**For Staff Use Only** *(please circle one):*

- Blanket Permission*                     
 *Library Holds Copyright*                     
 *Permission Required*