



**The City of Kawartha Lakes
Public Library**

Policy Number: LIB2021-04

Policy Name: LOCAL HISTORY AND ARCHIVES POLICY

Developed By:	Jamie Anderson, CEO	Date:	27 Jan 2021
Revised By:	Jamie Anderson, CEO	Adoption Date:	04 Feb 2021
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POLICY STATEMENT AND RATIONALE:

The purpose of this policy is to outline the mandate, scope, and objectives of the City of Kawartha Lakes Public Library Local History and Archives Collection and archival activities and the authority under which it operates.

This policy articulates the key objectives with respect to the acquisition, preservation and access to materials in the Local History and Archives collection which reflect the Mission Statement and Strategic Priorities of the City of Kawartha Lakes Public Library. The Library does not attempt to maintain an all-inclusive collection of local history and archival materials, nor does it carry out a comprehensive program of restoration or conservation of rare local history materials.

SCOPE:

This policy shall apply to the City of Kawartha Lakes Public Library and all of its branches.

DEFINITIONS:

In reading and interpreting this policy, the following definitions shall apply:

“Accession” means the formal acceptance into custody and recording of an acquisition.

“Acquisition” means an addition to the holdings of a repository.

“Archives” means the collection of local history and archival materials held by the City of Kawartha Lakes Public Library.

“Branches” means a library branch of the City of Kawartha Lakes Public Library.

“CEO” means the Chief Executive Officer of the City of Kawartha Lakes Public Library.

“City” means the Corporation of the City of Kawartha Lakes.

“De-accession” means the removal of material from the holdings of a repository.

“Documentary heritage” means unpublished records of information in a variety of media.

“Library” means the City of Kawartha Lakes Public Library.

“Library Board” means the City of Kawartha Lakes Public Library Board.

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 Responsibility

- 1.1 The CEO, or designate, is responsible for ensuring that the appropriate procedures are implemented in order to adhere to this Policy.
- 1.2 The Library is to acquire, preserve, interpret, celebrate and make available for public access documentary heritage that makes a significant contribution to an understanding of the development of City of Kawartha Lakes prior to and post-amalgamation, the communities therein, its natural and built environment, its culture and the people who lived, worked, and had an impact upon the area.
- 1.3 Archives training of Branch staff is the responsibility of the Library Specialist (Reference).
- 1.4 The presence of materials in the Archives collection does not constitute an endorsement of their content or viewpoints by the Library Board. The Board recognizes that this policy is carried out in compliance and with due regard for all applicable legislation.

2.0 Objectives

- 2.1 The Library collects, preserves, interprets and makes available for public access unpublished records of information in a variety of media, including:
 - 2.1.1 Correspondence, files, registers, indexes, bound volumes, maps, plans, drawings, diagrams, photographs, films, pictorial and graphic works, microforms, sound recordings, electronic records, moving images, organizational and business records, audiovisual and other materials related to the cultural, ethnic, religious, political,

economic, social, and historical heritage of Kawartha Lakes and communities therein.

2.1.2 Records pertaining to the Kawartha Lakes Public Library both before and after amalgamation, or which pertain in whole or in part to activities within the Kawartha Lakes Public Library.

2.2 The Library normally will not accept or pursue:

2.2.1 Books and published materials, unless there are special or compelling reasons for them to accompany acquired archival records.

2.2.2 Artifacts unless the materials are in jeopardy or they are significantly related to particular materials already held by the Archives. We may accept artifacts and redirect them to an appropriate location with a mandate for accepting these materials.

2.2.3 Materials whose use would not be well-served by locating them in the Archives.

2.2.4 Copies of materials in other repositories, such as the City of Kawartha Lakes Public Library collection unless they are significantly related to materials already held in the Archives.

2.2.5 Materials in formats which the Archives cannot handle adequately.

2.2.6 Materials with donation stipulations that would undermine the principles of open and equal access.

2.3 The Library will only accept material on a permanent basis, except when borrowing material for short-term loans to reproduce or to include in displays or exhibits.

3.0 Limitations of Objectives

3.1 Notwithstanding intrinsic, informational or historical value of records, the Library will acquire records, taking into consideration the following:

3.1.1 The resources required to complete accession and make the material available for research purposes in a reasonable period of time.

- 3.1.2 The extent and terms of any restrictions, the legal rights and/or requests of the donor to places the records in the Archives.
- 3.1.3 The records' relationship to the strengths and weaknesses in the existing holdings.
- 3.1.4 The availability of appropriate storage facilities and the physical condition of the records in relation to the probability of being able to conserve them in a reasonable period of time.
- 3.1.5 The acquisition mandates of other institutions.
- 3.2 The Library retains the rights to reproduce materials by mechanical, electronic, or photographic means for security, conservation, educational or research purposes.

4.0 Methods of Acquisition

- 4.1 Archival materials are generally acquired by donation and not by purchase. The Library may determine to acquire material by purchase if it fulfills a critical gap within the collection with the approval of the CEO.
- 4.2 Archival materials of private donors are accepted by gift, bequest, or transfer from another archival institution. A signed Deed of Gift is completed to transfer ownership and negotiated rights such as copyright or the records from the donor to the Library.
 - 4.2.1 Any conditions or restrictions attached to a donation, bequest, or transfer will be considered on their individual merit.
- 4.3 The Library does not accept as gifts those collections whose records have been wilfully partitioned by a donor.
- 4.4 In special circumstances, the Library works in partnership with local organizations where records may be acquired by loan to allow copies to be prepared for community access and digitization where copyright is retained by the partner organization. In the case of each partnership, a letter of agreement or memorandum of understanding is signed defining the scope of the project and the rights and responsibilities of all parties.

5.0 Types of Service

- 5.1 The Library provides a variety of archives information services to patrons that are described below:

- 5.1.1 Access: Arrange and describe materials according to archival principles and make them accessible to the general public on a regular basis, unless access is restricted by legal requirements, Library Board policy or written agreement with the donor.
- 5.1.2 Storage: Provide adequate and appropriate conditions for the storage, protection and preservation of archival material.
- 5.1.3 General Reference: Provide reference services to individuals, organizations, the municipal government, or other groups interested in the activities and holdings of the Archives.
- 5.1.4 Public Awareness: Facilitate digitization projects, exhibition, outreach and programming to increase public awareness of the City of Kawartha Lakes and its peoples, history and development.

6.0 Circulation of Archives Material

- 6.1 Due to the rare and fragile nature of the Archives collection, access to the collection is limited to patrons consulting archival material and carrying out their research in the Reference Department of the Lindsay Branch. Within the department, staff are on hand to provide assistance and proper supervision to ensure the safe care and handling of materials.
- 6.2 Patrons will be required to sign out materials for in-library viewing. They will be asked to provide contact information such as their name and telephone number when viewing material from the Archives.
- 6.3 Access to archival holdings will be governed by appropriate legislation. Restricted materials, due to donor restrictions or which contain sensitive or personal information will be accessible only for very limited research purposes.
- 6.4 Due to the fragile nature of some archive materials, patrons will only be permitted access to copies of the materials. Copies of all archive materials, unless restricted by legislation or at the request of the donor, will be able to be sent to any branch for consultation.
- 6.5 The Library retains the right to charge for any reproduction or other research service as per the Library User Fees and Fines Policy and schedule.
- 6.6 Materials from the Local History and Archives collection may be loaned to other institutions only under the following circumstances:

- 6.6.1 Written authorization is obtained from the Library Specialist (Reference) or designate.
- 6.6.2 Written documentation is provided for the loan.
- 6.6.3 The borrower ensures adequate care and handling of the material on loan. If at any time the Library determines that the material on loan is not being cared for adequately, the Library Specialist (Reference) or designate may cancel the loan and request the immediate return of the material.

7.0 De-Accessioning

- 7.1 Material added to the Archives shall be held until such time as it is deemed to no longer fit the approved acquisitions policy and is de-accessioned. All information pertaining to the de-accessioning and disposition of material will be retained in the Library's records.
- 7.2 If the Library chooses to de-accession archival material due to condition, relevance, or space, the following procedures will apply:
 - 7.2.1 Transfer of Material to Other Institutions: All reasonable attempts will be made to transfer the records to an accredited museum, archive or library.
 - 7.2.2 Withdrawal of Material: On the failure of the above procedure, staff are permitted to discard the material.
- 7.3 The following considerations will be included as part of the de-accession process:
 - 7.3.1 Legal issues of ownership of collections (e.g. donor agreements)
 - 7.3.2 Ethical issues regarding the disposition of collections in a transparent manner
 - 7.3.3 Donor relations (i.e. bring open and honest with donors when discussing the proposed de-accessioning of their gift)
 - 7.3.4 Resource allocation (i.e. cost benefit analysis before reappraising and de-accessioning a collection.)
- 7.4 De-accessioned materials will not be saved for specific patrons to be given or sold to them upon eventual withdrawal.

8.0 Patron Confidentiality

8.1 Patron confidentiality is respected at all times.

9.0 Patron Feedback

9.1 Patrons who have comments or suggestions regarding services and collections covered by this policy are encouraged to provide them to staff. Complaints will be referred immediately to the attention of the Library Specialist – Reference or the CEO and will be dealt with as outlined in 9.2 below.

9.2 In the event of a complaint by a library patron, the steps for resolution are as follows:

9.2.1 The patron is provided with a copy of the Local History and Archives policy and is requested to put their concerns in writing.

9.2.2 The written complaint will be forwarded to the CEO who will read, review and discuss the complaint with the appropriate staff. When the review is completed, the complainant will be provided with a written explanation. The decision will be provided within three weeks of the date of the receipt of the complaint and will reflect the principles outlined in the Local History and Archives policy.

9.2.3 If the patron wishes to pursue the matter further, the CEO will bring the matter forward to the next Library Board meeting. The Board will rule on the complaint and report the decision, in writing, to the complainant and all concerned parties within 30 days of the Board meeting.