



CASSELMAN PUBLIC LIBRARY



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Policy Type:	Operational	Policy Number:	OP-16
Policy Title:	Local History	Initial Policy Approval Date:	March 22 nd , 2021
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The Casselman Public 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.

Section 1: Collections

1. Staff under the supervision of the CEO or designate will be responsible for collecting and organizing materials for the local history collection.
2. The Casselman Public Library will collect material pertaining to the history of Casselman and its surrounding areas. Materials include originals and reproductions. Emphasis is given to the acquisition of those items which 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) articles
 - d) personal papers, including correspondence and family bibles (related to the early settlement of the community)
3. Writings of local authors, that are not about Casselman or the surrounding area, are subject to the **Collection Development Policy OP- 08**.
4. The library will subscribe to databases relevant to local history and genealogy research.

Section 2: Donations

1. The library will solicit donations of local history materials from the community and from other sources and welcomes gifts.
2. Donated materials are assessed in order to establish their suitability to the collection.

3. 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

Casselman Public Library *OP-08 Collection Development Policy*