

Local History Collection Policy

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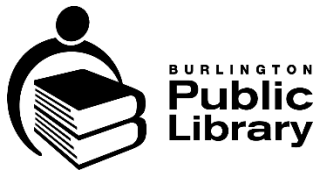
Purpose

The Local History Collection Policy is the key strategic document supporting the management and development of Burlington Public Library’s (BPL) local history collection. This policy focuses on the collection development and its stewardship as a significant community asset and works with BPL’s Collections Development Policy.

This policy describes the purpose and nature of BPL’s Local History Collection and its permanent storage. It outlines guidelines for archival practices regarding the acquisition, preservation, access, and de-selection of materials and sets to familiarize Library users with the principles upon which selection decisions are made for Burlington Public Library’s local history collection.

Definitions

Accession/Accessioning: formal acceptance and documentation of an incoming acquisition including a gift, purchase or transfer from another archival institution.



Acquisition(s): the process of obtaining and/or coming into possession of an object, document or collection into a repository.

Deaccession/Deaccessioning: the archival equivalent of deselection, wherein an object, document, or collection is permanently removed from a repository based on criteria set by the owning institution.

Repository: a place where things are stored or kept for safekeeping or preservation. It can refer to a physical or digital location.

Mandate

BPL aims to collect, preserve, and provide access to materials in various formats that document, describe, and/or illustrate the growing change of Burlington, its people, culture, history, and development.

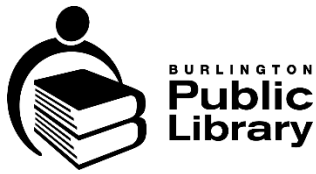
Scope

Geographically this collection focuses on Burlington, Nelson Township and to a lesser extent, Halton County, now Halton Region. Materials relating to neighboring communities are of secondary importance and included if relevant to the Burlington area.

When acquiring material, BPL strives to build on current collection strengths and encourage new initiatives by collecting materials applicable to Burlington history and our community's documentary heritage. The Library will endeavor to not duplicate municipal resources and will focus on recognizing the importance of collecting documentary heritage. Materials to be collected should demonstrate relevance to one, or more of the following topics:

- Burlington history;
- Burlington culture;
- Halton Region history

Burlington Public Library acknowledges that the City of Burlington resides on the Treaty Lands and Territory of the Mississaugas of the Credit. The library will work in alignment with the Truth and Reconciliation Commission of Canada (TRC) and seek to collaborate with Indigenous partners around local history collections and artifacts.



Access to Local History Room and Collections

The Local History Collections contains books that are no longer in publication, heritage group newsletters, secondary school yearbooks, family histories, church and cemetery records, historical atlases, vertical files, microforms of local newspapers and archives that are primary or secondary resources representative to Burlington's history. The local history collection is intended to serve the community seeking information about Burlington's history, industry, architecture, or genealogy.

To provide a safe secure environment, access to the Burlington History Room will be limited to library staff, those under the supervision of library staff, or members of the Burlington Historical Society. Researchers working on a specific topic, collection etc. are allowed supervised and controlled access. Items housed in the Burlington History Room are available for in-library use only and cannot be borrowed. Due to the rare and fragile nature of the collection, researchers must leave a piece of ID with library staff before viewing. The library strives to follow best archival practices whenever possible when it is within reason and budget.

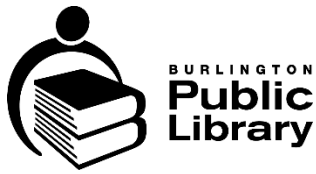
Exhibition and Loan Agreements

Local History Materials may be loaned to other institutions or organizations based on the following criteria:

- Written authorization is obtained by the CEO or designate;
- Written documentation for the loan is provided by the CEO or designate;
- The borrower ensures adequate care and handling of the material on loan; and
- The borrower has signed a loan agreement form.

Acquisitions

The Local History Collection is governed by Burlington Public Library's Collection Development Policy. Staff under the supervision of the CEO or designate will be responsible for development and maintenance for the local history collection. Materials are accepted into the Burlington History Room by donation, bequest, purchase, and/or transfers from another archival institution regardless of medium including but not limited to textual records; photographs and other visual records; maps, plans and architectural records; sound recordings or visual recordings; historical memorabilia and digital materials. Burlington Public 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.

Upon donation, donors will be asked to sign a donation form and will be advised that the materials given to BPL will become Library property and as such will be subject to deaccession from the collection upon determination that:

- The items lack historical or cultural significance;
- The items have irreversible damage;
- The items are in an unstable condition;
- The items lack documentation.

Deaccessioning

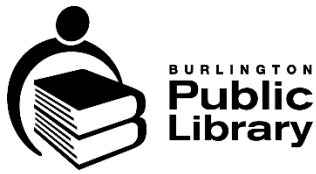
Material that is accessioned into the Local History collections will be held until it can be evaluated to determine if it is suitable for acquisition into the collection. If the material is deemed not to fit BPL's LH collection scope, or no longer fits within the scope it will be deaccessioned. The formal process of deaccessioning is an important part of collection development. Any of the following or combination of may be acceptable reasons for deaccessioning:

- No longer meets BPL's collections mandate.
- It is a duplicate.
- Item has been damaged or slowly deteriorated.
- Item can no longer be properly stored or cared for.
- Another repository has been identified that is more suitable and is willing to accept.

All documentation of the deaccession process will be recorded and maintained for reference.

Digitization

Burlington Public Library makes it a priority to have the Local History Collections digitized. The primary goal of digitization is to enhance access to materials for customers as an insurance for preservation for works that are in danger of loss due to deterioration or obsolescence. Due to this high demand in digitizing, BPL selects and actively prioritizes materials in all formats for digitization. The selection criteria for



works to be digitized is dependent upon copyright restrictions, cultural and historical value to Burlington, preservation, and community interest.

Burlington Public Library retains copyright for content created by the Burlington Public Library including the digitization of Local History collections. This material can be used for personal and research purposes. Commercial use requires permission from the Burlington Public Library (or copyright owner as identified).

Conflict of Interest

No actions must be taken in the acquisition or disposal of materials which will, or appear to, benefit staff or associates beyond the needs of the institution or the community it represents.

Appendices: References

[Hamilton Public Library - Local History and Archives Policy](#)

[McMaster University - William Ready Division of Archives and Research Collections Collections Development Policy](#)

[Whitby Public Library - Archives Acquisition Policy](#)

- Effective Date: June 2023
- Projected Review Date: 2027
- Motion #/Date: #23-35, Jun. 22, 2023
- Amended Dates:
- Associated Policies: