

# Madawaska Valley Public Library Policy Manual

Policy Type: Operational

Policy Number: OP-15

Policy Title: Local History

Initial Approval Date: April 2017  
Last Review/Revision Date: 2021  
Review Date: 2025

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This policy establishes and maintains a local history collection in order to conserve and provide access to unique materials that help researchers and the public better understand our past. The collection complements the holdings of various local and regional organizations and museums.

## Section 1: Collections

1. Staff under the supervision of the Chief Executive Officer (the CEO) or designate will be responsible for collecting and organizing materials for the local history collection.
2. The Madawaska Valley Public Library (the Library) will collect materials pertaining to the history of Madawaska Valley 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 may include, and are not limited to:
  - 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 programs of events
  - l) personal papers, including correspondence and family bibles (of historical significance).
3. Writings by local authors that are not about Madawaska Valley or the surrounding area are subject to the **Collection Development Policy OP-05**.
4. The Library may subscribe to databases relevant to local history and genealogy.
5. The Library may work alone or in partnership with others to undertake the digitization of local history materials.

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## **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. 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.
3. Donated items become the absolute property of the Library. A record of provenance will be kept on file for those items donated.

## **Section 3: Use**

1. Local history materials marked as reference are for use in the Library only.
2. In special situations, a short-term loan may be arranged with the approval of the CEO.

## **Related Documents**

Policy Number **OP-05**      **Collection Development**