



**SUBJECT:** LOCAL HISTORY POLICY

**Policy No:** 2024-14

**Date:** June 24, 2024

**Review Date:** June 2028

**Pages:** 9 (*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 physical and digital collections.

The presence of materials in the Local History 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.

### **Application**

All Library Staff involved in the management and use of the Library's Local History collections and resources, including the database.

### **Definitions**

#### ***Database:***

Searchable online collection 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 'database' will be used to refer to the digital repository known as '***Our Stories Innisfil***' ([www.ourstoriesinnisfil.ca](http://www.ourstoriesinnisfil.ca)) managed by the Library.

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

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

***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 database. 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 the Library for the purpose of digitization and inclusion in the database.

***Physical Collection:***

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

**Guidelines*****Selection Criteria***

The 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. The Library will endeavor to not duplicate municipal resources and will focus on collecting documentary heritage for public access. Emphasis is given to the acquisition of those items that will contribute to the understanding of the diverse social, civic, religious, economic and cultural life in Innisfil, as well as those that illustrate underrepresented perspectives, voices, and identities.

The Library acknowledges that the Town of Innisfil exists on the traditional territory of the Anishinaabe, Haudenosaunee, Wendak, and Mississauga Nations. The Library will work in alignment with the 94 Calls to Action outlined by the Truth and Reconciliation Commission of Canada (TRC) and seek to collaborate with Indigenous partners around local history collections and artifacts.

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 programs 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 accordance with the Collection Management Policy and the selection criteria outlined above. Some materials may be deemed to be too fragile or bulky to be accepted. All accepted material must be documented using the ***Donated Material or Material to be Digitized Form*** (Appendix 1).

### **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 (see Appendix 2 - ***Loan of Local History Materials Agreement***).

### **Digital Collections**

The Library currently hosts one online digital repository: '***Our Stories Innisfil***', also referred to as the 'database'. This policy will serve as a guide to the local history database. New additions to the database 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 database. 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 Library to allow the reproduction of images in Library developed database, will be requested from donors at the time of donation, if applicable. The signed form will be kept for as long as permission is granted (see Appendix 1).

- All donors 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 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 CEO or designate for processing following the appropriate procedures (see *Appendix 3 – Request for Reproduction of Images*).

### **Responsibility for the Collection**

The 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 according to the conditions outlined in the Collection Management Policy.

### **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 CEO or designate 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, June 24, 2024  
Motion Number: 2024.46

Supersedes Policy #2020-12, approved May 19, 2020, Motion #2020.39; and 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.

## Donated Material or Material to be Digitized Form

I affirm that I am the owner of the Material (digital or otherwise) and the related information as described below. I give permission for the Innisfil ideaLAB & Library to reproduce, display or use as it sees fit, digital copies of all donated Materials and to add them to the ***'Our Stories Innisfil'*** database ([www.ourstoriesinnisfil.ca](http://www.ourstoriesinnisfil.ca)) as appropriate.

- I, the Donor, agree to the digitization of the Materials described below.
- The Donor acknowledges that Innisfil ideaLAB & Library and ***'Our Stories Innisfil'*** has blanket permission and full discretion to use, display or disposition of the Materials, and that the Materials shall be available for public use based on the Innisfil ideaLAB & Library's Local History policy.
- This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the Donor.
- I understand that I, the Donor, retain the rights and ownership of the *Original Materials* and Innisfil ideaLAB & Library is responsible for the stewardship and rights management of the donated *Digital Materials* created through the digitization process.

<b>Name:</b>			
<b>Organization: (if applicable)</b>			
<b>Address:</b>			
<b>Telephone:</b>		<b>Email: (Required)</b>	

<b>Description of Donated Materials:</b> (include format, number of items, author, value, etc.)

*(Use additional pages if needed)*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Donor)

**Witnessed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(on behalf of Innisfil Public Library)



### 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, their 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 their 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.

\_\_\_\_\_  
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 \_\_\_\_\_

\_\_\_\_\_  
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 \_\_\_\_\_.

\_\_\_\_\_  
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>	

<b>'Our Stories' PID (Item ID#)</b>	<b>Title</b>	<b>Description</b>

*(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 if applicable] \*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*

**Appendix 3 (Local History Policy)**

**LOCAL HISTORY POLICY #2024-14**

**0-13-2013**

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