

POLICY 4.9.2

**BIBLIOTHÈQUE PUBLIQUE DU CANTON DE RUSSELL
TOWNSHIP OF RUSSELL PUBLIC LIBRARY**



Type of policy : Operational Policy
Title of policy : Local History, Genealogy and Digitization Policy
Number of policy : 4.9.2
Approval date :
Dates of modifications and revisions :
Next revision : 2022

STATEMENT OF PURPOSE

The Library is committed to collecting, preserving and providing access to materials that promote local heritage and help the public and researchers better understand local and regional history. The purpose of this policy is to provide guidelines for collecting historical materials and making them accessible to the public.

GENERAL GUIDELINES

1. Responsibility

The Head of Communications, Programs and Community Engagement is responsible for the application of this policy in cooperation with Branch Heads.

2. Application

This policy applies to all staff members involved in the collection, selection, management and use of the Library's historical collections and resources.

3. Geographic Coverage

- a. Russell Township
- b. United Counties of Prescott-Russell

4. Time Period

From the earliest possible to the present time.

5. Subjects

All subject fields pertaining to local history and genealogy. Emphasis will be given to materials that contribute to the knowledge of social, civic, cultural, economic and religious life.

PHYSICAL COLLECTIONS

1. Formats

The Library may collect and preserve the following materials (either originals or reproductions): published books, monographs, reports, video recordings, sound recordings, cemetery records, local newspapers and microforms.

2. Donations

The Library reserves the right to decide how donated material will be displayed or stored, how the item may be used by the public and how long the item will be retained. The Library also reserves the right to refuse any donated material.

3. Special Items

Items that are best displayed in a museum or items that need to be kept in a controlled climate for better preservation will not be collected.

4. **Collection Development Policy**
Works of fiction by local authors, writings set in the area and other writings by local authors that are not about local history will be subject to the Collection Development Policy (Policy 3.2).
5. **Local Newspapers**
Past issues of local newspapers that have not been digitized by other organizations may be archived and kept as long as they have not been digitized or as space is available to keep them.
6. **Circulation of Material**
The Library will determine which items need to stay in the Library at all times and which items may circulate to the public. Items may be copied in accordance with the *Copyright Act* in such a manner that the item(s) will not be damaged in the process.
7. **St-Jacques Parish Records**
The Library will give access to the microfilms of the St-Jacques Parish records and will maintain the proper equipment to view them. These microfilms will not be circulated.

DIGITAL COLLECTIONS

1. **Online Databases**
The Library will subscribe to online databases relevant to local history and genealogical research.
2. **Database of St-Jacques Parish Records**
 - 2.1 The Library will ensure that patrons continue to have access to the Embrun St-Jacques Parish records database at the library.
 - 2.2 The Library will ensure that the latest update of the database is available to the public and that the appropriate version of the software is maintained.
 - 2.3 The Library will be responsible for making backup copies of the database and ensuring the security of the data.
 - 2.4 The Library is not responsible for the accuracy of the content of the database.
 - 2.5 The Library is not responsible for updating the data.
3. **Digitization of materials**
 - 3.1 Digitization
To encourage discovery and community engagement, the Library will endeavour to provide the public with a greater access to local history information by digitizing local materials.
 - 3.2 Materials
Priority will be given to the following materials (in order of priority):
 - * photographs and other visual records such as postcards, maps and plans;
 - * local newspapers that have not already been digitized;
 - * microforms such as the St-Jacques Parish records.

3.3 Partnerships

The Library will partner with local historians, museums and community organizations to select materials for digitization.

3.4 Community input

The Library may also solicit the community to collect historical materials for digitization. These items will be returned to their owner after their digitization.

3.5 Online discovery

The Library will offer an online access and discovery of its historical digital collections through the Digital Prescott-Russell database.

REFERENCES

Collection Development Policy (Policy 3.2)

Copyright Act (R.S.C., 1985, c. C-42)