

Policy Name:	<b>Local History</b>
Policy Type:	<b>Operational</b>
Policy Number:	<b>OP-13</b>
Original Adoption Date:	<b>April 1933</b>
Current Approval:	<b>September 2025</b>
Review:	<b>November 2028</b>
Motion:	<b>2025:66</b>

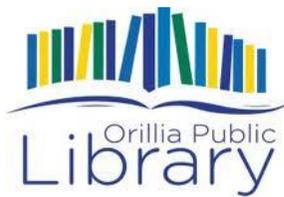
## **Local History**

### **1. Purpose**

The Orillia Public Library maintains a local history collection to provide access to unique materials that help researchers, and the public better understand our community's history. The collection complements the collections of the Orillia Public Library

### **2. Policy**

The Local History Room exists to collect, preserve and make accessible materials which illustrate the history of the Orillia area and its peoples. The archive collection provides access to documentary heritage that makes a significant contribution to an understanding of the development of the City, its natural and built environment, its culture and the people who lived, worked, and had an impact upon the Orillia area. The Library's local history collection strives to reflect respect for, and reconciliation with, Indigenous people of this area and its unceded territory. Some collection materials may have a historical colonial perspective. The Library makes every effort to develop this collection to recognize and reflect all peoples who have lived here. This space also provides adequate and appropriate conditions for the storage, protection and preservation of archival material.



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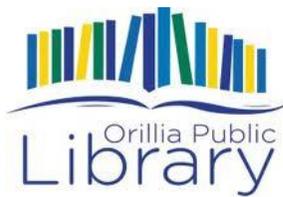
### **3. Procedure**

#### **Section 1 – Collections**

- a. Staff under the supervision of the CEO or designate will be responsible for collecting and organizing materials for the local history collection, including arranging for preservation or digitization as required.
- b. The Orillia Public Library will collect materials pertaining to the history of Orillia 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 diverse social, civic, religious, economic and cultural life, both past and present.
- c. All items are subject to the OP-04 Collection Development Policy.
- d. The Library will subscribe to databases relevant to local history and genealogy research, where possible.
- e. The Library will work alone or in partnership with others to undertake the digitization of local history materials to provide the public with greater access to local history information. See appendix A for Specific Collection Areas.

#### **Section 2- Donations**

- a. Donations of materials that help to illuminate the history of the people, places and/or events concerning Orillia and/or its residents may be accepted. Materials that do not document the history of Orillia and/or its residents, past or present will not be accepted for the Orilliana collection. Special exceptions may be considered by Library staff.
- b. Works written or photographed by local authors, who were born or raised in or are residents of Orillia, Chippewas of Rama First Nation, Oro-Medonte, Severn



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Township, or Ramara, may be accepted as donations or purchased for the collection if deemed to be following the criteria specified above in (a). Donations of appropriate materials will be accepted by the Library and recorded in writing as a Deed of Gift.

- c. Donated materials are assessed by Library staff to determine their suitability to the collection.
- d. The Library will not provide evaluations of donated items for tax purposes. The Library does not accept museum objects due to space limitations.
- e. All donated materials become the property of the Orillia Public Library and are subject to collection development policy and procedure. See FN-01 Donations Policy.

### **Section 3 – Use**

- a. Local history materials are for use in the Library only and will not circulate.
- b. Due to the rare and fragile nature of the Local History collections, access to collections housed in the Local History room is limited to people consulting archival material and carrying out their research in the Local History room. Within the room, staff are on hand to provide assistance and proper supervision to ensure the safe care and handling of materials. See Appendix B for the process of handling the Local History Collection.
- c. In special situations, a short-term loan may be arranged with the approval of the CEO. The CEO may cancel the loan at any time.
- d. No food or drink is allowed in the Local History room.
- e. The Library retains the right to charge for any reproduction or other research service.



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- f. Staff will provide reference services to individuals, organizations, the municipal government, or other groups interested in the activities and holdings of Local History.
- g. Staff will facilitate digitization projects, exhibition, outreach and programming to increase public awareness of the Orillia area and its peoples, history and development.
- h. Conservation, restoration, repairs and/or other alterations to collection materials will be performed by trained professionals only upon the recommendation of the Library. Alterations must respect the original integrity of the item(s).
- i. The Orillia Public Library reserves the right to dispose of any materials it owns that are deemed by the Library to be inappropriate and/or out-of-scope. Ultimate disposition may take the form of sale, exchange or discard, subject to the judgment of the Library, acting with the advice of the CEO.

### **Related Documents**

- OP-13 Appendix A: Specific Collection Areas
- OP-13 Appendix B: Process for Handling the Local History Collection
- Orillia Public Library: Circulation (OP-12)
- Orillia Public Library: Collection Development (OP-04)
- Orillia Public Library: Donation Policy (OP-19)
- Orillia Public Library: Statement of Intellectual Freedom (FN-04)
- Orillia Public Library: Truth and Reconciliation (FN-05)