

**GREENSTONE PUBLIC LIBRARY BOARD
LOCAL HISTORY COLLECTION POLICY**

SUBJECT: Objective of the Local History Collection POLICY NO: LH-1
APPROVAL DATE: September 13, 2006 BOARD MOTION: 06-32

To collect and preserve a collection of documents and other materials relating to the history of Greenstone and surrounding area.

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SUBJECT: Criteria for Selection	POLICY NO: LH-2
APPROVAL DATE: September 13, 2006	BOARD MOTION: 06-32

1. **Geographical coverage** - The library will collect material pertaining to the history of Greenstone and surrounding area.
2. **Time** - Material will be collected dating from the earliest period possible to the present.
3. **Subject fields** - All subject fields pertaining to local history and genealogy will be collected.
4. **Format** - Materials collected will be print or non-print and may include photographs, slides, videos or any other media.

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SUBJECT: External Loans To Library

POLICY NO: LH-3

APPROVAL DATE: September 13, 2006

BOARD MOTION: 06-32

The Library will accept the loan of appropriate material for the purposes of obtaining duplicates to be added to the collection and for exhibits, with permission of the owner.

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SUBJECT: Responsibility for the Collection	POLICY NO: LH-4
APPROVAL DATE: September 13, 2006	BOARD MOTION: 06-32

Staff, under the supervision of the Librarian, will be responsible for collecting, organizing and filing material for the local history collection.

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SUBJECT: Patron Use

POLICY NO: LH-5

APPROVAL DATE: September 13, 2006

BOARD MOTION: 06-32

Local history materials may be used in the library only, and will not circulate. Loans of the material for display or similar purpose will be made only with the approval of the CEO or library staff in charge of the library, and will require documentation.