



Policy Name	Local History		
Section & Number	Board – G-27	Effective Date	2022-06-16
Motion Number	2026-69	Last Review	2026-06-18
Author	Manager, ICT	Next Review	2030
Policy Maintenance	Reviewed by Management		

Policy Statement

The St. Catharines Public Library (SCPL) maintains a Local History Collection to provide access to the documentary heritage that illustrates the historical, cultural, genealogical and socioeconomic aspects of the St. Catharines area. This policy is to provide an overall framework for the development and maintenance of SCPL's Local History Collection.

Materials in the Local History Collection may have a historical colonial perspective. The Local History Collection strives to reflect respect for, and reconciliation with, Indigenous peoples of this area and its unceded territory. The library makes every effort to develop and maintain this collection to recognize and reflect all peoples who have lived here.

Scope

The Local History collection is part of the overall library collection and aligns with the scope of the collection management policy.

Definitions

For the purpose of this policy, the following definitions shall apply:

- **Local History Collection** - primary and secondary source materials that further the understanding of the history of St. Catharines.
- **Access** - the means used to make materials available in an organized manner to the public.
- **Maintenance** - the inventory, disposal, replacement, repair, and preservation of materials in the collections.

Responsibility

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.

Operational Guidelines

The Local History Collection will be developed, assessed, and maintained in accordance with the selection criteria and guidelines outlined in the **Collection Management Policy (G04)** in addition to those outlined below.

Collection

1. SCPL will collect materials pertaining to the history of St. Catharines. Materials related to the surrounding Niagara Region may be collected if they are pertinent to the knowledge and understanding of the St. Catharines area. Materials created by SCPL that illustrate the growth and development of the library will also be collected
2. The Local History Collection will acquire historical material by donation, bequest, purchase, and transfer, including but not limited to:
 - a. Textual records
 - b. Monographs
 - c. Photographs and other visual records
 - d. Maps
 - e. Sound recordings or visual recordings
 - f. Historical memorabilia and digital materials
 - g. Cemetery records
3. Writings of local authors that are not about St. Catharines or the surrounding area are subject to the **Collection Management Policy (G04)**.
4. SCPL will facilitate digitization projects to preserve fragile items and increase accessibility and public awareness of the St. Catharines area, its peoples, history and development.

Access

1. Physical materials in the Local History Collection are for use in the library only and do not circulate. Exceptions may be made under special circumstances.

Maintenance

1. SCPL may occasionally be required to deselect materials from the Local History Collection due to condition, relevance, duplicity in other collections, or space. In accordance with the **Collection Development**

Policy (G04), the following criteria are used when deselecting items from the collection:

- a. Relevance to the historical, cultural, genealogical and socioeconomic aspects of the St. Catharines area.
 - b. Duplication of items across the Local History Collection and/or other SCPL collections.
 - c. Physical condition and the library's capacity to preserve or replace the item.
 - d. Physical format of the item.
2. At the discretion of the library, deselected material will be offered to other institutions, which may include accredited museums, archives, municipalities or other libraries.

Gifts

1. In accordance with the **Gifts in Kind Policy (F03)**, SCPL will accept gifts of relevant local history materials from the community and other sources.
2. The St. Catharines Public Library Board reserves the right to accept or deny donations or bequests without reservation, and all donations and bequests become the property of SCPL as per the **Gifts in Kind Policy (F03)**.

Reference

Collection Management Policy (G04)
Gifts in Kind Policy (F03)