

		Huron County Library Policy	Page 1 of 2
Policy Type: Operational	Number: LIB-OP-21	Approved: Sept. 11, 2019	
Local Collections and Digitization Policy		Next review: 2023	

Purpose

To set out the principles for collecting and preserving materials about Huron County, or created by residents of Huron County.

Definitions

Primary Sources are original documents of historical value such as diaries, ledgers, account books, maps, rare and valuable first editions or letters.

Policy

1. **Acquisition and access.** The Library is committed to preserving and promoting the culture and heritage of Huron County by acquiring materials about Huron County and surrounding areas, and making these materials available to library patrons.
 - 1.1. The Library will collect materials pertaining to Huron County and surrounding areas as it relates to Huron County.
 - 1.2. Materials will be collected dating from the earliest period possible to the present.
 - 1.3. Materials collected may be in a diversity of formats and media.
 - 1.4. Providing that the works meet the standards of the Collection Policy, the Library will strive to collect works created by residents, or former residents of Huron County.
 - 1.5. The Library will strive to collect and maintain materials pertaining to local indigenous and minority cultures, historic and current.

2. **Materials not collected.** The Library does not collect primary source materials which are more appropriately housed by the Huron County Archives and Museum. An exception may be made for library documents pertaining to library history.
 - 2.1. As the Library is interested in contents rather than physical items, reproductions, facsimiles, microfilm, digitized files and later editions are perfectly suitable for library purposes.
 - 2.2. Primary sources, if donated to the Library or found in the collection, may be offered to the Huron County Museum and Archives for consideration.

3. **Digitization.** In order to preserve important local historical records, and make them freely available on-line, the Library will invest resources into the digitization of Huron County newspapers and other items of local importance.

- 3.1. To support this work, the Library may partner with other heritage organizations in order to avoid duplication, share costs and resources or when applying for grants.
- 3.2. The Library always respects the rights of creators and will seek written permissions before digitizing any materials still protected by copyright.
- 3.3. As well as supporting the creation of digitized files, the Library will ensure the maintenance and security of digitized records for the use of future generations. These records are maintained on County of Huron servers and subject to the *County of Huron Records retention policies*.

Replacement Statement

This policy replaces the Local Collections Policy and comes into effect on the date approved.

Citations

Ontario. *Public Libraries Act*, R.S.O. 1990, c. P.44.

Related Documents

Collections Policy. LIB-OP-20

Huron County Corporate Records Policy.