



Local History & Genealogy Policy

The Newmarket Public Library maintains a special collection in order to conserve local history and to provide access to unique materials that help researchers and the public better understand our past. The collection complements but does not duplicate the collections of the Newmarket Historical Society and Elman W. Campbell Museum.

Section 1: Collections

1. The Library shall collect materials pertaining to the history of Newmarket 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 social, civic, religious, economic and cultural life, both past and present. Items to be acquired include works and primary source material documenting local history and genealogy.
2. The Library shall collect Canadian genealogical materials as well as general tools for non-Canadian research.
3. The Library shall subscribe to databases relevant to local history and genealogy research.
4. Writings of local authors that are not about Newmarket or the surrounding area are subject to the Collection Development Policy.
5. The Library shall work alone or in partnership with others to undertake the digitization of local history materials in order to provide the public with greater access to local history information.
6. The Library shall welcome donations of local history materials subject to the Policy on Donation and Disposal of Library Materials.
7. While every effort shall be made to include known, available works and a broad range of local history topics in the collection, the Library does not endeavor to provide a comprehensive collection on all individuals or events, nor is it obligated to purchase any particular item.

Section 2: Service

1. The Library may designate any local history materials as non-circulating.
2. As per the Reference and Information Services Policy Library, Library staff shall provide assistance in the use of the collection, suggest research strategies, and provide referrals to sources not available in the Library. Complete genealogical search services shall not be provided by the Library.
3. Library staff shall provide assistance in the use of technology used to access local history resources, including but not limited to, online databases, the Internet, and microform readers.
4. Any photocopies provided to Library users will be subject to the standard fee for copies, in addition to any postage fees applicable.

Related Policies:

Collection Development Policy

Policy on Donation and Disposal of Library Materials
Reference and Information Services Policy