



POLICY PURPOSE

The North Perth Public Library (NPPL) maintains a local history collection to provide access to unique materials that help researchers and the public better understand our community and territory history. The collection complements the collections of the Stratford-Perth Archives.

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.

KEY POINTS SUMMARY

- The NPPL will collect and provide public access to historic materials for North Perth and surrounding areas.
- Materials that fall outside the policies will be referred to the Stratford-Perth Archives.
- NPPL will accept donations of materials from the public where relevant.
- Condition and size of materials will guide whether local history materials will be publicly circulated.

POLICY DETAILS

Collections

- 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 as required.
- NPPL will collect materials relevant to the history of North Perth and its surrounding areas. Materials include originals and reproductions. Items to be collected/accepted include:
 - works and primary source material documenting local history and genealogy
 - historical atlases and maps
 - cemetery records
 - local research
 - oral histories
- Writings of local authors, that are not about North Perth or the surrounding area, are subject to the *NPPL OP-04 Collection Development Policy*.
- The library will subscribe to databases relevant to local history and genealogy research, as able.
- Materials that fall outside the policy will be referred to the Stratford-Perth Archives for proper storage and handling.

Donations

- The library will accept donations of relevant local history materials from the community and other sources; and at times may solicit donations of specific material types.
- Donated materials are assessed by Library staff to determine their suitability for the collection.
- Some materials may be deemed to be too fragile or bulky to accept. Any problematic items will be discussed with the donor and then returned or redirected as is mutually agreed upon.
- All donated materials become the property of the NPPL and are subject to collection development policy and procedure.

Public Use

- Based on condition, size, and fragility of local history material, some items may be for library use only and will not circulate.
- In special situations, a short-term loan may be arranged with the approval of the CEO.

RELATED DOCUMENTS

- North Perth Public Library *OP-01-Collection Development Policy*

SCOPE:

This policy applies to and affects the NPPL Board, staff, third parties, patrons, and volunteers.

Approved by the Library Board: June 2018

Reviewed: June 2021, May 13, 2025