

1. Objective

We develop and maintain a collection of documents and other materials relating to the history of the Township of Rideau Lakes. We are building, maintaining, and promoting a digital repository of local history material, in partnership with Leeds and the Thousand Islands Public Library.

2. Our Service Commitment

We accept all materials, regardless of timeframe, subject, or format, with the following exceptions:

- materials in poor physical condition, e.g., mould
- materials that duplicate current items in our collection
- materials in an obsolete format where the cost of reformatting would be prohibitive.

If you have local history material which you want to keep in your possession but are willing to let us copy, we could do so for the purposes of our collection. We would seek your permission before digitizing, exhibiting, or duplicating it for other patrons.

You can use local history materials only within library facilities, unless marked as circulating or with the approval of the CEO or designated Library staff, who will document the loan.

We partner with local historical societies, other libraries, and museums to digitize their local history collections.

3. Responsibilities

- a) The CEO is responsible for supervising volunteers or staff assigned to collect, organize, and file local history material.
- b) We train selected staff, grant students, and volunteers to digitize local history materials, use metadata for describing them, and upload them to our digital repository.
- c) An ad hoc committee, consisting of staff, a Library Board member, and representatives from Leeds and Thousand Islands Public Library, supports our digital repository.

4. Digital Repository

- a) We maintain up-to-date equipment and software to digitize local history material and ensure permanent preservation. Digital records will be added to our database as time and resources permit.
 - b) You may produce prints and downloads from our digital repository for non-commercial,
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personal, educational, or research purposes. We identify the copyright holder from whom you must seek permission to print or download for any other purpose.

- c) Our service staff will print or download items from our digital collection for a fee, if copyright permissions, time, and resources permit.