

## ESQUESING HISTORICAL SOCIETY ARCHIVES

at  
Halton Hills Public Libraries  
Georgetown Branch  
9 Church Street,  
Georgetown, Ontario.

The Esquesing Historical Society Archives exists to:

1. collect and preserve archival materials which illustrate the growth and development of farming and urban communities within the boundaries of the geographic township of Esquesing and beyond, if a tie to Esquesing can be made;
2. arrange and describe these materials according to archival principles and make them accessible to the general public on a regular basis, unless access is restricted by legal requirements (Municipal Freedom of Information and Protection of Privacy Act) or written agreements with the donor;
3. provide the best storage and protection that can be afforded by the resources of the Society;
4. provide reference services to individuals, community or non-profit organizations, as long as volunteers are available to do so;
5. increase the public's awareness and appreciation of the history and development of Esquesing township;
6. assist the Esquesing Historical Society in the achievement of its objectives.

Material acquired by the Esquesing Historical Society Archives shall become the permanent property of the Archives, unless clearly stated in the accession papers, until such time as the Archivist deemed it no longer relevant to the Archives, in which case the material may be deaccessioned. Deaccessioning will take place only with the approval of the Acquisitions committee, as outlined in the Agreement between the Esquesing Historical Society and the Halton Hills Public Library Board of November 17, 1982. All information pertaining to the deaccessioning and disposition of material will be retained in the Archives' records.

The Archives retains the right to reproduce materials by mechanical, electronic, digital, or photographic means for security, conservation, research or promotional purposes.

The Archives will accept historical material of any medium, including: textual records; photographs; video-tapes and other visual records; maps, plans, architectural records; sound recordings and oral history tapes. The Archives will only accept books, printed material, artefacts, and electronically stored data at the discretion of the Archivist.

The Archives retains the right to charge for any reproduction or other research service. If a charge is implemented, a schedule of fees will be made available to the public.

The Archives will not permit inter-library loans or loans to other institutions, organizations or individuals, unless a written request is received. If such a request is received, it must be considered by the executive of the Esquesing Historical Society. An answer to the request may be expected within two months.

The materials housed in the Archives will be made available to all patrons of the Halton Hills Library, unless it is determined that the materials will be physically abused, used in a libellous or illegal manner, or will be used to provide a source of personal income.

As long as the Archives is housed in the Georgetown branch of the Halton Hills Public Libraries, the Archives are bound by the agreement dated November 17, 1982.

In the event of the suspension or dissolution of the Esquesing Historical Society, the Archives will come under the management of the Ontario Historical Society, as stipulated by the Incorporation papers.

January 1, 1995

J. Mark Rowe,  
Archivist