

Historic Sites Committee

Procedural Guidelines

The Historic Sites Committee (HSC) of the London Public Library Board identifies and marks historic buildings, places, and people of local significance. The purpose of the plaques is to inform Londoners and visitors about the City's history, to interest Londoners in the preservation and appreciation of their heritage, and to maintain an easily accessible archive of research materials in the Ivey Family London Room at the London Public Library's Central Branch.

The Historic Sites Committee welcomes suggestions for plaques from members of the community that fit the committee's guidelines.

The plaques erected by the HSC are for information purposes only. They are not connected with plaques that indicate heritage designation, and they do not indicate any form of heritage designation.

Criteria for Plaque Sites

- Sites may be related to specific individuals, organizations or events; they may also have environmental or natural history significance.
- It is important that a plaque be connected to a specific site; plaques about general historical trends cannot be considered.
- The HSC will not plaque something that is simply a "first" unless there is greater historical significance involved. The HSC will not erect plaques to living people. At least twenty years must have elapsed since an event or the death of an individual before a plaque will be considered.
- The site should permit easy public access to the plaque.
- To avoid duplication, the HSC does not generally plaque sites that have already been recognized by other heritage bodies.
- Sites must be within London city limits.

Permissions and Partnerships

- If a site has provincial or national significance, an approach should be made to other plaquing bodies first such as Ontario Heritage Foundation, Historic Sites and Monuments Board of Canada, so that the site can benefit from the greater publicity that such a plaque can provide.
- Before conducting extensive research for a site, the permission and cooperation of the property owner must be granted. The HSC, working with Library administration, will seek this permission and, if it is not forthcoming, may investigate the possibility of alternate sites.
 - Plaques proposed to be erected on City of London Property must have

approval from the Community Advisory Committee on Planning (CACP) and the Stewardship subcommittee.

Process

1. Plaque suggestion is presented to the HSC and evaluated against plaque criteria.
 - a. Committee determines if site warrants further research.
2. Committee chair, assisted by staff, approaches the property owner to discuss interest in/permission to install plaque and potential to fund plaque.
3. Committee member(s) assigned to do research and bring forward draft plaque text.
4. Plaque wording finalized by Committee.
5. Report recommending approval of plaque text and installation is brought to Library Board for approval
6. Staff drafts agreement letter for property owner's signature
7. Plaque is ordered (takes up to 2 months to be fabricated).
8. Committee and staff organize plaque unveiling event with property owner.
 - a. Invite sent to HSC mailing list
 - b. Library staff contacts media
 - c. Library staff organizes promotion through Library channels
 - d. Library staff and Committee organize event speakers and agenda.
9. Plaque is unveiled at public event.
10. Plaque research is filed in London Room and plaque is added to HSC plaque list on website.
11. All plaques remain the property of the London Public Library.
 - a. Should circumstances necessitate the removal of a plaque, it must be returned to the Library so an alternate site can be investigated.
 - i. If there is no appropriate alternate site, the plaque is installed in the London Room.
 - b. If property ownership changes, new owner/ library is notified about the plaque