

**NASHUA PUBLIC LIBRARY  
SECTION 8.1  
COLLECTION DEVELOPMENT**

**BOARD APPROVED:** 8/12/13  
**REVIEWED:** 9-12-18  
**REVISED:** \_\_\_\_\_

The Nashua Public Library provides library materials for the information, entertainment, intellectual development, and enrichment of the people of Nashua. Library materials are chosen according to this **COLLECTION DEVELOPMENT POLICY**.

**Purpose of the Collection Development Policy**

- To further the Mission and roles of the Nashua Public Library.
- To guide librarians in the selection of materials.
- To inform the public about the principles upon which selections are made.

**General Collection Development Principles**

The Nashua Public Library is a public forum, a place where ideas and information are freely communicated, where a broad spectrum of opinion and a variety of viewpoints is presented in its collection, displays, programs and services and where all of these reflect both majority and minority cultures, the work of men and women, respect for young and old and the various lifestyles and abilities and diverse aspects of our society. The library strives to present materials representing all sides of an issue in a neutral and unbiased manner. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of the particular point of view.

**Responsibility for Selection**

Library material selection is vested in the Library Director and such members of the library staff as the director appoints. Patrons are also an important part of the selection process. Patrons can request material at the circulation desk, by telephone or e-mail. Every effort will be made to fill those requests as availability and money allows.

**General Selection Criteria**

These general criteria are taken into account for all materials selected for the Nashua Public Library. Additional specific criteria are listed when appropriate for different types of materials. All items selected will meet several of the general or specific criteria.

Current and anticipated needs and interests of the public  
Accuracy of content

- Timeliness of information
- Author's, artist's, or publisher's qualifications and/or reputation
- Evaluations of review media
- Contribution to diversity or breadth of collection
- Inclusion of title in standard bibliographies or indexes
- Quality of production
- Affordability
- Support of library's mission and roles

\*\*\*\*\*

### Reference Materials & Non-Cataloged Materials:

Reference materials and non-cataloged materials provide timely and accurate information on a wide variety of topics. Because of method of use, rarity, or cost, they are maintained for in-library use only.

#### **Special Criteria (in addition to General Criteria)**

- Currency of material
- Thoroughness of coverage
- Importance of subject matter to the collection
- Ease of use (especially indexing)

### Reference Materials in Electronic Format:

Reference materials in electronic format provide timely and accurate information on a wide variety of topics. Because of method of use, rarity, or cost, they are maintained for in-library use only. Some reference tools are purchased in computer-based formats (CD-ROM, on-line, etc.)

#### **Special criteria (in addition to General Criteria)**

- Ease of use
- Timeliness of updates
- Licensing restrictions
- Technical support
- Hardware and software requirements

*Reference materials (which are generally only used on the premises) may, under special circumstances and at the discretion of the Library Director, be loaned for up to three days.*

.....

NASHUA PUBLIC LIBRARY  
SECTION 8.2  
DVD/MOVIE CIRCULATION POLICY

BOARD APPROVED: 9/13, 9/16, 3/17  
REVIEWED: 8/15, 9/16, 3/17  
REVISED: 9/15, 9/16, 3/17

9-12-18

### DVD Check-out Statement of Policy

DVDs and VHS tapes are available for checkout by Nashua Public Library patrons at no fee upfront.

The library is experiencing a growing number of patrons who would like to check out movies without having to pay a fee. The library is updating our collection of DVDs each month and has added several new ones to our collection. In order to maintain, protect, and offer fair availability to all of our patrons, the library must enforce a policy for checking out and returning DVDs.

### Requirements and Guidelines

1.
  - a. 2 DVD/Movies per card number, if card is registered to a minor, parent must sign for movies. The parent will be responsible for all fines, replacement charge, etc that may occur with check out.
  - b. All other card holders must be at least 16 years of age to check out DVD's or movies WITHOUT a parent signature. Card holder will be responsible for all fines, replacement charges, etc. that may occur with check out.
  - c. Rated R movies WILL NOT be checked out to any card holder under 18 years of age.

**Cannot have more than 2 movies checked out at one time.**

2. First 2 nights **FREE** (this is the days we are open, does not include the days that we are closed.) **every night after \$1.00 per DVD/Movie till returned up to the cost of DVD/Movie initial cost.** (An exception to this rule is if the DVD/Movie is being used for school or institutional use and prior arrangements have been made with the library director)

**EXAMPLE: If a late DVD/Movie is returned before 5 p.m. on the day after the due date a charge of \$1.00 per DVD/Movie will be charged for a fine. If the DVD/Movie is returned after 5 p.m. a fine of \$1.00 for each day late will be charged for everyday the DVD/Movie is late.**

- Example- Patron checks out 2 DVD's on Saturday, and so Saturday is day 1 and then the library is closed on Sunday so this day does not count, and then Monday is day 2. So the 2 DVD's are due back on Tuesday, which is day 3 before 5 p.m. otherwise fine of \$1.00 for each movie.

<u>Check-Out Day: (Day 1)</u>	<u>Returned By 5:00 p.m. Day: (Day 3)</u>
Saturday -----	Tuesday
Monday -----	Wednesday
Tuesday -----	Thursday
Wednesday -----	Saturday Due back by 1:00 p.m.
Thursday -----	Monday

- DVD's & Movies that are checked out are due back by **5:00 p.m. on day 3 if the day 3 lands on a Saturday then due back by 1:00 p.m.** otherwise there will be a \$1.00 fine per item checked out. **NO EXCEPTIONS!**
- Upon signing the rental slip you are ensuring that you will be returning the DVD/Movie(s) on the day due. And will pay all fines associated with failure to return on the day due by the time deadline. Failure to do so will result in legal action if need be the case.
- NO renewals will be allowed to DVD/Movie(s) that are NEW, the fine will be issued to each late DVD/movie(s) checked out.
- Patrons with a **book fine of \$5.00 or more or a DVD/Movie fine of any amount** will not be allowed to check out DVDs or other library materials until the fines are paid.
- If DVD/Movie is put in the drop box there will be a \$5.00 fine.

**DO NOT PUT IN DROP BOX!**

***This policy is effective as of Saturday September 21, 2013***

I understand the opportunity to check out these following DVD/Movie(s) is to ensure that everyone has the opportunity to enjoy DVD/Movie(s) at no initial cost when borrowing from the Nashua public Library. I also understand if I do not return my DVD/Movie(s) **by the time frame on day 3**, I will pay a fine of **\$1.00 per DVD/Movie per day that it is not returned, up to the initial cost when purchased originally by the Nashua Public Library of the DVD/Movie(s)**. I also understand that I am responsible for the cost of any fines that generate on my card number, no matter who checks out the following DVD/Movie(s), if they are on the card number.

**Name:** \_\_\_\_\_

**Card number:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**DVD/Movie(s) Checking Out:**

1. \_\_\_\_\_

Due Date: \_\_\_\_\_ Returned Date: \_\_\_\_\_ Fine Owed: \_\_\_\_\_

2. \_\_\_\_\_

Due Date: \_\_\_\_\_ Returned Date: \_\_\_\_\_ Fine Owed: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

NASHUA PUBLIC LIBRARY  
SECTION 8.3  
GIFTS TO COLLECTION POLICY

BOARD APPROVED: 9-14-16  
REVIEWED: \_\_\_\_\_  
REVISED: \_\_\_\_\_

Gifts of books and other material

Gifts are accepted but must undergo the same scrutiny and meet the same standards as the materials purchased for the collection. The library reserves the right to refuse any donations of materials. Donations not added to the collection are put into the book sale room to be purchased by the public.

**THANK YOU FOR YOUR CONTRIBUTION  
TO THE NASHUA PUBLIC LIBRARY**

220 Brasher St. Nashua IA. 50658 ♦ 641-435-4635  
www.nashua.lib.ia.us ♦ nashualib@butler-bremner.com

**Monetary Gifts in Honor or Memory of a Loved One**

Memorial Donation <input type="checkbox"/>	In Honor Donation <input type="checkbox"/>
_____	
Name of Honoree (Please print)	
_____	
Family or Organization to be notified (Please print)	
_____	
Address	City State Zip
_____	_____

Book title or subject to be purchased with donated funds:

\_\_\_\_\_

\_\_\_\_\_

Gifts of materials are sincerely appreciated and are accepted with the understanding they will be added to the collection if needed by the Library

In order to comply with Internal Revenue Service guidelines, the Library, as the recipient, does not make a dollar valuation of your gift.

City of Nashua Tax ID# 42-600-5021

This form will serve as both a thank you for your considerate and thoughtful gift and as your receipt. Thank you

**Materials Gifts (books, magazine, etc.)**

Name of Donor (Please Print)		
_____		
Signature of Donor		
_____		
Address	Telephone	
_____	_____	
City	State	Zip Code
_____	_____	_____
Items / Amount Donated:		
_____		
_____		

NASHUA PUBLIC LIBRARY  
SECTION 8.4  
WEEDING COLLECTION POLICY

BOARD APPROVED: 9-14-16  
REVIEWED: \_\_\_\_\_  
REVISED: \_\_\_\_\_

Collection Maintenance/Weeding

The collection is maintained and weeded through an ongoing process of collection analysis.

Older items are repaired, withdrawn, or replaced based on the following:

- The needs and interests of the community
- Number of circulations (if no circulation in 3 years ) , requests and reserve.
- Availability of similar materials in the collection
- Affordability
- Physical condition and age of the item
- In-print status
- Appearance in standard lists
- Available space
- Availability at other local libraries

Items discarded are put into the book sale room to be purchased by the public.



NASHUA PUBLIC LIBRARY  
SECTION 8.5  
SOLICITATION POLICY

---

BOARD APPROVED: 9-14-16  
REVIEWED: \_\_\_\_\_  
REVISED: \_\_\_\_\_

Soliciting is defined as the sale, distribution or display of merchandise, sales materials, tickets, insurance, coupons, magazine subscriptions, political campaign material, or anything not connected with the work of the Library.

Solicitation of the public or the staff is not permitted on Library property.

The only exceptions to this policy are those expressly authorized by the Library Director.

The Library provides a space for the display of public notices, subject to the guidelines stated above by the Nashua Public Library Board and enforced by the library director.