

NASHUA PUBLIC LIBRARY
SECTION 8.1
COLLECTION DEVELOPMENT

BOARD APPROVED: 8/12/13 ; 9/8/21
REVIEWED: 9-12-18 ; 9/8/21
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.

DVD/BLU-RAY Check-out Statement of Policy

DVDs and BLU-RAYs 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/BLU-RAYs 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/BLU-RAYs.

Requirements and Guidelines

1.
 - a. 2 DVD/BLU-RAY 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. DVD's / BLU-RAY's will be checked out for 1 week. If not returned by the due date there will be a fine assessed **every day after at \$1.00 per DVD/BLU-RAY until returned up to the cost of DVD/BLU-RAY initial cost.** (An exception to this rule is if the DVD/BLU-RAY is being used for school or institutional use and prior arrangements have been made with the library director)

3. DVD's & BLU-RAY's that are checked out are due back by **5:00 p.m.** on the day they are due if the due date lands on a **Saturday** then they are due back by **12:00 p.m.** otherwise there will be a \$1.00 fine per item checked out.
4. Upon signing the rental slip, you are ensuring that you will be returning the DVD/BLU-RAYs on the day due. And will pay all fines associated with failure to return on the day due by the time deadline.
5. NO renewals will be allowed to DVD/BLU-RAYs that are NEW. A renewal of 1 week will be granted for all others.
6. Patrons with a **fine/fee of \$5.00 or more** or a **DVD/BLU-RAY fine of any amount** *will not* be allowed to check out DVDs or other library materials until the fines are paid.
7. If DVD/BLU-RAY is put in the drop box, there will be a \$5.00 fine.

I understand the opportunity to check out these following DVD/BLU-RAYs is to ensure that everyone has the opportunity to enjoy DVD/BLU-RAY's at no initial cost when borrowing from the Nashua Public Library. I also understand if I do not return my DVD/BLU-RAY's **by the time they are due**, I will pay a fine of **\$1.00 per DVD/BLU-RAY per day** that it is not returned, up to the initial cost when purchased originally by the Nashua Public Library of the DVD/BLU-RAY. 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/BLU-RAY, 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-bremer.com

Monetary Gifts in Honor or Memory of a Loved One

Memorial Donation In Honor Donation

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.

Portable Photo Studio for Digital Marketing from America's SBDC Iowa.

This Portable Photo Studio will be available for use in the library or can be checked out with your library card for 1 week starting September 1, 2021.

Checkout:

1. Patrons can checkout the portable photo studio for 1 week at a time.
2. Patrons must be 16 years of age to check out the portable photo studio.
3. Patrons will be financially responsible for all fines, replacement charges, alterations to equipment, etc. that may occur with check out. Equipment must be used with proper care.
4. If the portable photo studio is not returned on the due date agreed upon then a \$1.00 fee will be assessed for every day not returned up to the cost of the equipment. *If the portable photo studio is needed longer than a week prior arrangements (before the actual due date) must be made with the library director.*
5. Patrons with a fine of \$5.00 or more will not be allowed to check out the Portable Photo Studio until their fines are paid.

By checking out this portable photo studio, the patron will understand the advantage of this addition to the library for public use at no initial cost. In addition, understand that when borrowing from the Nashua Public Library they will ensure that they return it so others can use it at no cost.

What is a Portable Photo Studio:

If you specialize in taking photographs of small objects for your business or as a side job like selling various objects on the Internet, then our new light box can be extremely useful for you even for amateurs that do not want to become professional photographers. In case you simply need to get amazing, high-quality photos of a watch, toy, any kind of jewelry, then this portable studio box will help you capture stunning and presentable photos.

The best thing about a portable photo studio box is, of course, the fact that you can easily set your 'studio' wherever you want. However, another extremely important thing is that with the help of the box you will be able to take great pictures of the objects and avoid unattractive shadows. If you have ever tried taking a shot of small items, you know that it is incredibly difficult to capture the right light. There are always some terrible shadows that ruin the whole picture and you even struggle with getting the color and the dimensions of the object right.

This portable photo studio box comes with LED lighting. This helps create soft light, which is beneficial for the whole picture. Moreover, you will soon notice that you will spend less time on editing the pictures simply because the shot is already great.