

COLLECTION DEVELOPMENT AND MANAGEMENT POLICY OF THE  
NEW HAMPSHIRE STATE LIBRARY



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Approved 2/29/2024 by CDC Chair, Felicia Martin and CDC Committee members:  
Charles Shipman, Mary Russell, Zahra Gordon, MaryAnn Niles, Sean O'Keefe, and Melinda Atwood

Approved by Michael York, State Librarian, 2/29/2024

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## Introduction

The New Hampshire State Library exists to preserve the legacy of New Hampshire's culture and history and to provide access to the best possible information resources for and about New Hampshire. It is the only library in the state that serves every citizen. As mandated in Chapter 201:A of the *Revised Statutes Annotated (RSA)* of the State of New Hampshire, it is the official clearinghouse of state government information and provides library services for the benefit of various branches of state government and for the people of the state. <http://www.gencourt.state.nh.us/rsa/html/xvi/201-a/201-a-mrg.htm>

Main collections include printed books, periodicals and government publications, microforms and electronic resources. New Hampshire State Library is a selective depository for United States federal publications. It is a full depository for New Hampshire state agency publications. (*RSA 201-A:18*) The library also maintains archival and special collections that include microfilm, maps, architectural plans and renderings, rare books, manuscripts, scores, broadsides, prints and paintings, photographs, ephemera, sculpture, realia, census records, letters, family histories, digitized facsimiles and New Hampshire town records.

The strength of the collection is the political, social, intellectual, literary and cultural record of New Hampshire and its history. As a result of varying written collection development policies since the library's inception in the 1700's, the collection encompasses all areas of knowledge, but not comprehensively. The New Hampshire State Library's online catalog contains materials added to its collections after 1980. Materials acquired prior to 1980 are added regularly to the online catalog as part of an ongoing retrospective conversion project. Materials not yet converted are included in the paper card catalog.

This policy guides the acquisition and maintenance decisions affecting the collections of the State Library. It outlines which materials are added to the collections in order to fulfill its state mandate and its mission. The policy exists to:

1. Serve as the foundation for collection selection and maintenance decisions
2. Inform the public of collection selection and maintenance guidelines

The Mission of the New Hampshire State Library is to:

1. Promote excellence in libraries and library services to all New Hampshireites;
2. Assist libraries and the people of New Hampshire with rapid access to library and informational resources through the development and coordination of a statewide library/information system;
3. Meet the informational needs of New Hampshire state, county and municipal governments and its libraries; and
4. Serve as a resource center on New Hampshire.

In fulfilling its mission, the state library makes use of its own collections in addition to the resources available through the New Hampshire Automated Information System (NHAIS) and regional and national library networks.

In the development and maintenance of its collections, the state library adheres to the standards of the library profession, including the recommendations provided by our professional associations.

## **Collection Development Committee**

The authority and responsibility for the selection of library materials are delegated by the State Librarian to the New Hampshire State Library Collection Development Committee. Suggestions from patrons are welcome and are considered using the same criteria as all other selections. The committee is led by a chairperson appointed by the State Librarian. The members of the committee are selected by the chairperson at his/her discretion.

### **Selection Criteria**

Selection of library materials is based on factors that determine their value to the collection. Selection decisions are accomplished through consideration of various review media and databases, announcements of new publications, examination of review copies, user and staff recommendations for purchase and study of subject bibliographies. Criteria include:

- Connection to New Hampshire
- Authority of author and publisher
- Scope and Relevance to the Collection
- Historic value
- Special features such as index, bibliography, charts, maps, photographs
- Citations in professional bibliographies or indexes
- Availability in New Hampshire libraries
- Format of material

Not all criteria may be applicable to every collection area and some criteria may vary in relative importance.

### **Description of Collections**

As a result of the many years of past collection development practices, the general collection is primarily comprised of adult non-fiction in all Dewey Decimal categories with emphasis having been placed on United States history and biography. The general collection contains materials in various formats and media types. Materials relating to history and biography continue to be purchased, as funding allows, to build upon the strengths of these collections and to supplement New Hampshire public library holdings in these areas. The reference collection covers a wide range of subjects and is not limited to print materials.

Although the collection contains a wide range of subject areas, currently, the state library selects and maintains materials in various formats of New Hampshire Materials (defined below), United States Government Documents, Library Science materials, and materials for Persons with Disabilities, including Large Print Books.

In addition to acquiring newspapers and periodicals published in New Hampshire, newspapers and periodicals of regional and national importance may be considered for the collection in both paper and non-paper formats but are not generally collected.

### **New Hampshire Materials**

The New Hampshire State Library attempts to maintain an extensive collection of materials in any format with a focus on New Hampshire.

#### **1. Annual Reports of Cities and Towns**

Two copies of annual reports of New Hampshire towns, cities and counties are provided to the state library as mandated by *RSA 201-A:18*. <http://www.gencourt.state.nh.us/rsa/html/xvi/201-a/201-a-mrg.htm>

## 2. Non-Fiction

This collection includes materials written about New Hampshire, especially those focusing on history, biographies, culture, and politics. General biographies without a New Hampshire focus may also be collected if the committee considers them to be of general interest to Granite State readers.

## 3. State Agency Publications

The state library attempts to maintain a comprehensive collection of tangible and born-digital publications of the State of New Hampshire agencies. In accordance with *RSA 202-B:4*

<http://www.gencourt.state.nh.us/rsa/html/xvi/202-b/202-b-mrg.htm>, each state agency (called a “component of state government” in the RSA) will deposit 25 copies of their print publications with the State Librarian. At least two copies of printed reports and publications, received from the issuing agency in physical form, are added to the collection (*RSA 201-A:18*). The additional copies are distributed to designated depository libraries in the state. One copy is sent to the Library of Congress for retention.

The following types of materials published by NH state agencies, University of New Hampshire campuses, commissions and boards are collected. These include, but are not limited to:

- Annual reports
- Newsletters and magazines
- Research reports and studies
- Statistical compilations
- Handbooks, manuals and guides intended for use by the public
- Maps
- Reports and studies produced by non-state organizations for state agencies
- Employee newsletters
- Annual descriptive course catalogs
- Commencement programs
- Student arts/literary magazines
- Newsletters with statewide interest
- Sports media guides
- Yearbooks

The state library does not collect internal operating and procedural documents or ephemera produced by state agencies. (e.g. policies, procedures, flyers and announcements, schedules of events, correspondence, posters, student newspapers, press releases, minutes, regulatory and public comment notices, etc.) This criteria applies to paper materials and may be applied to born digital materials as well at the discretion of the Collection Development Committee.

## 4. Legislative Services Materials

The state library maintains a collection of publications concerning both state and federal laws and legislation. State laws and legislation are covered by the following primary resources:

- Administrative Rules
- Annual Session Laws
- Bills as Introduced
- Compiled Statutes (Revised Statutes Annotated)
- House and Senate Journals
- Rulemaking Register
- State Budget

Additional publications that support the use of this legislative collection are purchased at the discretion of the Collection Development Committee.

The Legislative Services collection also includes several publications pertaining to federal rules and laws, specifically:

- Code of Federal Regulations
- Federal Register
- Public Slip Laws
- U.S. Code
- U.S. Statutes at Large

The state library may purchase other resources to assist with general legal research at the discretion of the Collection Development Committee.

#### 5. Genealogy

The state library collects materials in all formats to support research on New Hampshire family history. New Hampshire genealogy materials include, but are not limited to, civil records, town histories, vital records, military records, census records, local and national genealogy periodicals, family histories, indexes and directories. Individual family histories are selected based on their relevance to New Hampshire genealogical research.

#### 6. New Hampshire Authors

The state library maintains a selective and representative collection of the work of New Hampshire authors, both fiction and nonfiction. The purpose of this collection is to represent the work and thoughts of New Hampshire residents through time. Due to budget constraints we do not collect comprehensively in this area. A New Hampshire author is broadly defined as one who was born in New Hampshire, has become a New Hampshire resident or who has been a regular part-time resident of New Hampshire.

#### 7. New Hampshire Children's Collection

The state library maintains a selective and representative collection of New Hampshire children's authors' and illustrators' work, both fiction and nonfiction. Due to budget constraints we do not collect comprehensively in this area. In addition to books by New Hampshire children's and teen authors and illustrators, this collection also includes juvenile and young adult books with a New Hampshire connection, such as a New Hampshire setting.

#### 8. New Hampshire newspapers/microfilm

The state library maintains a comprehensive collection of print newspapers from throughout the State of New Hampshire. As funding permits, we strive to collect microfilm for these newspapers. Once a microfilm copy is added to our collection the print newspaper is not retained.

#### 9. Archival & Special Collections

These collections include (but are not limited to) microforms, maps, architectural plans and drawings, rare books, posters, prints and paintings, photographs, ephemera, sheet music, sound and visual recordings on various media, sculpture, realia, census records, personal papers, family histories, unpublished manuscripts, letters, ledgers, and various types of records from New Hampshire towns, individuals and organizations. The paintings, realia and sculpture are in many cases on display in buildings in the Capital Complex area, including the State Library, State House and Legislative Office Building. Special collections may be controlled as archival collections or may be cataloged as individual items. The common denominator among these collections is a connection to New Hampshire's history and culture. We do not collect comprehensively in this area and additional collections will be accepted at the

discretion of the Collection Development Committee based upon our standard selection criteria and on our ability to provide appropriate housing and protection for rare or valuable materials.

## 10. Periodicals

The state library maintains a representative collection of periodicals relating to New Hampshire and New England. Periodicals with a general and national focus are not generally collected.

### **United States Government Publications**

The state library is a selective depository for United States government publications. The publications are acquired, maintained and discarded in accordance with Title 44, Chapter 19 of the United States Code. In addition, the Legal Requirements and Program Regulations of the Federal Depository Library Program (FDLP) as adopted by the Depository Library Council are followed.

United States government publications are selected by item number. An item number contains one or more titles and/or series of publications issued by a government agency. An item number may also represent a catch-all class of publications issued by an agency such as “General Publications” or “Handbooks, Manuals and Guides.” Publications are selected that will aid the state library in meeting the information needs of state and local government, libraries and the general public (see Appendix A for specifics). Items are also selected for geographic areas pertaining to New Hampshire or New England. Certain titles outside this criteria are required to be selected as mandated by the FDLP Basic Collection and are therefore retained. United States patent materials in physical format are not collected. In addition, one or more of the following criteria are used as guidelines in selecting U.S. publications.

- **Content:** Item numbers are selected if they contain economic and social statistics; laws, court decisions, administrative rules, or administrative rulings; or information on the operation of the U.S. Congress, the Judiciary and Executive branches of the government. Item numbers are not selected if they contain highly scientific or technical information.
- **Geographic Area:** Item numbers which contain information about New Hampshire or New England are selected. For those items that are broken down by state, all the New England states are chosen, in most instances.
- **Format:** The state library has the necessary equipment to use publications in non-print formats (i.e. microfiche, DVD or CD-Rom). If a choice is given, use, space limitations, and access points are the major guidelines used to determine which format is chosen. The availability of an item online is also considered when choosing what to add to the collection in a physical format.
- **Availability in other Libraries:** Item numbers containing publications which provide information for which there is a low demand may not be chosen if the item number is received by other depository libraries in New Hampshire. The availability of the publication at the Regional Depository Library at the University of Maine at Orono is also taken into consideration.
- **Space:** The amount of shelf space annually used by publications received under an item number is considered.
- **Publications Issued under an Item Number:** The number and type of publications received under an item number is considered.
- **Maps:** Maps of New Hampshire and in some cases the New England states are given preference when making selections.

- Periodicals: Periodicals that are indexed in U.S. Government Periodicals Index or other indexes are given prime consideration.

### **Library and Information Science**

Library and Information Science materials are collected as extensively as available funding allows. The collection provides information on theory, practice and current trends in library operations and practices. This collection also includes historical materials for research purposes.

At the discretion of the Collection Development Committee special collections for use by New Hampshire's library community may be created and circulated. These might be book sets, equipment, objects, or any other type or configuration of materials that the professional staff of the NH State Library identifies as useful to the NH library community and for which funding can be identified.

### **Materials for Persons with Disabilities**

The New Hampshire State Library Talking Books Service maintains a collection of recorded books and magazines and material in braille for persons who cannot read regular print. Patrons must register with Talking Books Services to become eligible to borrow materials from this collection. The state library maintains a small collection of descriptive videos to meet the needs of persons with hearing and sight limitations. Large Print books of general interest to leisure readers are also collected as funding allows. These items are housed at the Talking Books facility and are available for loan to any New Hampshire public library patron.

### **Gifts of Materials**

Gifts must meet the criteria set in the *Collection Development and Management Policy of the New Hampshire State Library*. A donor may not stipulate restrictions or conditions in presenting material donations to the state library. Donated materials may not be reclaimed once they have been donated. The library reserves the right at any time to dispose of donated materials that do not fit the guidelines of the collection development policy.

When items are accepted, donors will receive a copy of the signed Gift Acknowledgement form (Appendix B). Blank forms are kept at the reference desk.

The library staff does not make appraisals of gifts for tax purposes.

Potential donors may be instructed to submit a written description of the items to be donated and retain possession of the materials until a decision has been made by the CDC to accept the materials. In these cases, a deed of gift may be created (Appendix A).

All donations will be reviewed for retention by one or more members of the CDC before being added to the collection.

Acknowledgement of gifts and maintenance of donor files are handled by the Technical Services Department.

The library welcomes monetary donations that can be utilized to purchase materials that follow our collection development policy. Monetary donations for purposes outside our collection development policy will be considered by the CDC. If a monetary donation outside our policy is accepted by the CDC, the State Library will comply with its terms.



### **Maintenance of Collections**

In order to maintain the collection in its most useful condition, basic conservation and preservation principles will be followed whenever possible. Deteriorating material of significant value to the collection (e.g. New Hampshire material) will be preserved in its original format and/or transferred to microform (for preservation) or electronic format (for access) when available funding permits. Stabilizing techniques will be used when full preservation/conservation is not feasible.

Deaccessioning items from the collection of the New Hampshire State Library will occur in a careful and deliberate manner, consistent with professional standards and with the *Collection Development and Management Policy of the New Hampshire State Library*. From time to time, it is appropriate to remove items from the collection because of such factors as physical condition, presence of multiple copies, duplication in other formats, and obsolete information. Written weeding guidelines are maintained by the CDC, and are followed in making deaccessioning decisions.

### **Reconsideration of Library Materials**

The New Hampshire State Library endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. The library supports intellectual freedom and the freedom to read and view as protected by the First Amendment to the U.S. Constitution. In evaluating materials for acquisition or reconsideration, we consider, in addition to this policy, the recommendations provided by our professional associations.

Requests for reconsideration may be made by any resident of New Hampshire. Such requests will be made by completing the *New Hampshire State Library Request for Reconsideration of Library Materials* (Appendix E). This form should be given to the chair of the Collection Development Committee for a written response. Appeals are directed to the state librarian for the final decision. A copy of the *Procedures for Handling Requests for Reconsideration of Library Materials* (Appendix C) and the *New Hampshire State Library Request for Reconsideration of Library Materials* form (Appendix D) can be obtained at the Reference desk.

**Appendix A**



**NEW HAMPSHIRE STATE LIBRARY  
DEED OF GIFT**

Name: \_\_\_\_\_ Date : \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I affirm that I give to the New Hampshire State Library the property described below and, to the best of my knowledge, have good and complete rights, title, and interest to do so. I do hereby irrevocably and unconditionally give, transfer, and assign to the New Hampshire State Library all rights, title, and interest in, to, and associated with the following described property.

Description of Gift:

The New Hampshire State Library will not arrange for or bear the cost of any appraisal needed for income tax purposes. That will be the responsibility of the recipient of this gift.

I wish that the gift be identified to the public as (if anonymous, please specify):

Gift of \_\_\_\_\_

**Signature of Donor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

ACCEPTED ON BEHALF OF \_\_\_\_\_

BY:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date Received: \_\_\_\_\_

**Appendix B**



**GIFT ACKNOWLEDGEMENT**

The New Hampshire State Library gratefully acknowledges gifts, and its collections have been enhanced by contributions from individuals and other libraries. However, in accepting a gift, the library reserves the right to decide whether a gift should be added to its collection based on the same criteria used for selection of purchased materials.

Acceptance is made with the understanding that there are no limiting conditions or restrictions.

If materials received are not added to the library collection, they will be disposed of through transfer to other libraries, sale, or discard. They will not be returned to the donor.

If an appraisal of the gift is needed for tax purposes, the donor has the obligation to have one made by a professional book dealer/appraiser. The library staff will not make appraisals.

I hereby relinquish all ownership rights to the materials donated.

**DONOR:** \_\_\_\_\_  
**(Signature)**

**DONOR:** \_\_\_\_\_  
**(Printed)**

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Number of Items Donated:** \_\_\_\_\_ **(See Reverse for List of Items Donated)**

**Acknowledgement of Receipt:** \_\_\_\_\_  
**(Signature)**

**NEW HAMPSHIRE STATE LIBRARY**

**DATE:** \_\_\_\_\_

## Appendix C



### **PROCEDURES FOR HANDLING REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS**

1. A resident of New Hampshire will complete and sign the “Request for Reconsideration of Library Materials” form.
2. The form is submitted to the chair of the New Hampshire State Library Collection Development Committee.
3. The chair of the New Hampshire State Library Collection Development Committee will appoint a review committee to respond to the request and will make the state librarian aware that a request for reconsideration has been submitted.
4. The review committee will meet within forty-five days after the submission of a request. A written response will be sent to the complainant of the committee’s recommendations and to the state librarian.
5. During the reconsideration process, the material in question shall remain on the shelf.
6. A patron who wishes to appeal the decision of the review committee may make a request in writing to speak with the state librarian whose decision is final.

**Appendix D**



**NEW HAMPSHIRE STATE LIBRARY  
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

The New Hampshire State Librarian has assigned the responsibility for selection of library materials to the State Library Collection Development Committee. This form has been established to address patrons' concerns about resources in the state library. Completion of this form is the first step in the reconsideration process. The chair of the Collection Development Committee will respond to your request in writing within forty-five days.

This form should be completed and returned to:

Chair, Collection Development Committee  
New Hampshire State Library  
20 Park Street  
Concord NH 03301

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

TITLE OF MATERIAL: \_\_\_\_\_

AUTHOR: \_\_\_\_\_ DATE OF PUBLICATION: \_\_\_\_\_

Reconsideration request made on behalf of: \_\_\_\_\_ Self \_\_\_\_\_ Organization

Name/Address of Organization:

\_\_\_\_\_  
\_\_\_\_\_

1. Have you read/viewed/listened to the entire work? \_\_\_\_\_

If not, what parts of the work have you read/viewed/listened to? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. To what in the material do you object? (Please be specific; cite pages or sections.)  
Use additional sheets if necessary.

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3. What valuable elements do you find in the material?

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4. What do you believe is the subject of this work?

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5. What do you feel might be the result of reading or viewing this work?

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6. Have you read any reviews of this work?

If yes, please specify:

a. \_\_\_\_\_

b. \_\_\_\_\_

7. Can you recommend other works that would convey a different perspective of the subject treated?

If yes, please specify:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Signature: \_\_\_\_\_