

## Pease Public Library

### The Rosalie Downing and Elsa Turmelle NH Room Collection Development Policy

#### Library Mission Statement

Pease Public Library provides residents of all ages access to services that will: Facilitate continued growth and learning throughout their lives; Provide the information they need to answer their questions; Teach skills related to finding, evaluating and using information effectively; Help meet their recreational and informational reading interests through print/non-print materials and programs; Provide space for meetings and informational gathering.

#### Scope

The focus of the Rosalie Downing and Elsa Turmelle NH Room collection is materials about the history of Plymouth, New Hampshire. This includes, but is not limited to, materials documenting local government, settlement, industry and commerce, education, recreation, as well as the history of civic, religious, cultural, and social organizations. Materials that document the history of Grafton County and New Hampshire are also included especially if they help set Plymouth within historical context. Genealogical materials are also collected with the goal of helping researchers trace family histories and/or history of individual Plymouth residents. The collection mainly serves the general public but also supports the research activities of scholars and professionals, graduate students, undergraduate students, and high school students.

#### Primary Areas of Collecting

- Materials that record the history, development, and current state of affairs for the town of Plymouth.
- Records that chronicle the history of Plymouth organizations.
- Materials that record the social and cultural heritage of past and present ethnic, immigrant, and religious groups in Plymouth.
- Materials that contribute to a better understanding of the area's geography, architecture, and demographics.
- Materials that record and provide context and understanding of the lives of historically significant figures associated with Plymouth.
- Personal papers and manuscripts that record the history, experiences, and ancestry of Plymouth individuals and families.

Acquisitions from any time period and in any language may be considered. The geographic scope of the collection focuses specifically on Plymouth and its environs.

#### Formats

Formats collected include, but are not necessarily limited to, the following:

- Atlases
- Biographical dictionaries
- Books
- Broadside

- Brochures
- City and county histories
- Ephemera
- Town directories
- Digital files
- Organizational directories
- Institutional or organizational records
- Manuscripts
- Maps
- Newspapers
- Pamphlets
- Periodicals and journals
- Personal papers: account books, diaries, financial records, letters, memoirs
- Photographs
- Scrapbooks
- Serials

Three-dimensional objects will not be added to the collection due to storage constraints.

### **Selection Criteria**

- Relevance to the history of Plymouth and the surrounding area.
- Available space in the library to house materials.
- Ability to store, display, or otherwise care for the item properly
- Quality of the physical form of material.
- Non-duplication of material within the collection.
- Cost to preserve, store, and process.
- Ease of use for patrons.
- Authenticity and completeness of the record.

### **Donations**

The library welcomes donations to the Rosalie Downing and Elsa Turmelle NH Room collection. Each donation to the collection will be recorded in a donor file that will contain a copy of the Deed of Gift and all correspondence and memoranda relating to the transaction. All donors must complete a Deed of Gift to establish the transfer of ownership, and intellectual property if appropriate, of donated materials to the library. The transfer of intellectual property, including copyright, to the library allows the library and its patrons to use the materials in creative and unique ways. Once the Deed of Gift is signed by the donor, the donated material becomes the unrestricted property of the library.

The library reserves the right to refuse an offered donation. The library will not accept material that shows damage from mold, water, insects, smoke, or dirt as such materials can harm other items in the collection. The library may also refuse a donation based on the Selection Criteria.

The library reserves the right to make decisions on how the donated materials will be displayed, stored, used by the public, and the length of retention. They may also be moved from the Rosalie Downing and Elsa Turmelle NH Room to other sections of the library, sold, transferred to another library or institution, or discarded.

The library cannot, and will not, conduct monetary appraisals for donors nor give tax advice. If donors plan to take tax deductions for their donations, they should consult a tax accountant or attorney. Any monetary appraisals are the responsibility of the donor and should be conducted before the transferring of materials to the library.

### **Access**

Materials are primarily stored in the Rosalie Downing and Elsa Turmelle NH Room. The materials may only be used on-site under the guidance of the Pease Public Library Archivist. Some duplicate copies of items are housed in the circulating nonfiction section. A portion of the collection has also been digitized and is available through the library's website.

Photocopies or photos of research materials may either be made with permission by the Archivist or refused, depending upon the condition of the item. Anyone who copies or reproduces materials from the collection should be aware of Title 17 and especially the provisions of Section 108 of the U.S. Code (Copyright Law) and takes full responsibility for complying with it.

### **Digital Preservation**

Digital Preservation covers digitized and born-digital materials within the Downing and Turmelle NH Room. Digital materials will be added to the collection in accordance with the scope and Selection Criteria of this policy. Preservation strategies will address evolving capabilities, standards, and best practices, and will ensure the authenticity and integrity of the content.

### **Review and Deaccession**

From time to time, the collection will be reviewed, and the deaccession of some materials may take place. An object may be deaccessioned due to any of the following criteria:

- It does not fall within the scope of the library's mission or collection policies
- It cannot be salvaged, even with conservation, because of advanced deterioration.
- A better example exists in the collection.
- The library is unable to maintain it.
- It is subject to a legislative mandate, e.g., repatriation.
- It poses a threat to the safety of the public or other collections.

Deaccessioned materials may be returned to donors, sold, discarded, or offered to other institutions.

All ID numbers and other references to the library will be removed before the material leaves the library's premises.

Adopted by the Board of Trustee on 6/21/23.