

WADLEIGH MEMORIAL LIBRARY NEW HAMPSHIRE ROOM COLLECTION DEVELOPMENT POLICY

I. Statement of Purpose

The New Hampshire Room Collection Development Policy establishes guidelines for the collection, organization and maintenance of materials that document the history of the Town of Milford, New Hampshire.

As the New Hampshire Room Collection is a key component of the Library's collection, the development of this collection follows the general guidelines set out in the Wadleigh Memorial Library's Collection Development Policy and is based on the principles of intellectual freedom and equal access for all. The New Hampshire Room Collection Development Policy is aimed at further definition of this specific collection and key procedures in building and maintaining this resource. This policy is meant to supplement the Wadleigh Memorial Library's Collection Development Policy.

II. Scope of the Collection

The primary focus of the New Hampshire Room Collection are materials that document the history of the Town of Milford. Whereas the geographic boundaries of the Town of Milford once extended to include the towns of Hollis, Milford, Merrimack, Monson, and Mont Vernon, historical materials relating to these adjacent towns are also part of this collection.

In so far as they provide a historical context and assist in the use of the primary collection, materials relating to the State of New Hampshire will be included. And, as the colonial settlement of Milford played a role in the unique development of New England, some relevant materials relating to colonial New England may also be included.

III. Users

Current and future Milford residents and researchers interested in our community heritage are the target audience and the primary users of the New Hampshire Room Collection. The collection is locked for security and preservation purposes, however all materials are available to the public for in-library use by placing a request with the Reference Librarians.

IV. The New Hampshire Room Collection Defined

A. Formats

The Wadleigh Memorial Library will collect a variety of print, electronic, and multi-media formats related to the history of the Town of Milford.

The Library *will not* generally accept the following formats: three dimensional artifacts, items in poor condition, items with restrictions on use, and materials that reflect the history of an area other than as defined above (**II. Scope of the Collection**).

B. Subject

The Wadleigh Memorial Library will collect materials that relate specifically to the Town of Milford including, but not limited to, the following subjects:

1. Town administration [including Town Reports]
2. Prominent individuals and families
3. Religious and social organizations
4. Places of interest (schools [including Milford HS yearbooks], historic homes and public buildings, cemeteries, churches, land)
5. Business and industry
6. Military History
7. Significant Milford events/celebrations/anniversaries/dedications [including microfilm of *The Cabinet*]
8. Histories of the Town [including complete cemetery records]
9. Relevant materials on other NH towns, the state of New Hampshire, and Colonial New England that provide historical context and assist in research on Milford

C. Time Period

The Wadleigh Memorial Library places no limitations on the chronological periods collected.

V. Management

Head of Reference and Adult Services will collect and maintain the New Hampshire Room Collection. All purchasing decisions are subject to the Library Director's approval.

A. Acquisition of New Materials in the New Hampshire Room Collection

The Head of Reference and Adult Services will keep the collection current for those items identified as being part of the collection (Town Reports, MHS yearbooks, microfilm of *The Cabinet*, and cemetery records): and, The Head of Reference and Adult Services will stay abreast of any new publications that match the scope and definition of the New Hampshire Room Collection stated above (**II. Scope of the Collection and IV. The New Hampshire Room Collection Defined**).

B. Donations

The Wadleigh Memorial Library will accept donations to the New Hampshire Room Collection provided the materials fall within the scope and definition of this unique collection. The Library will not accept conditions relating to the gift and reserves the right to dispose of the gift, at its discretion, when it no longer fits the needs or scope of the collection.

The Wadleigh Memorial Library reserves the right to refuse an offered gift.

C. Cooperative Agreements and Loans

Under special circumstances, the Wadleigh Memorial Library may enter into a cooperative agreement with another organization/s in order to preserve historical materials and/or make them more widely available.

Under special circumstances, items from the Wadleigh Memorial Library may be loaned

to other institutions for exhibition.

D. Photocopying/Photo Duplication

Most items may be photographed/photocopied by the user. However, restrictions may be placed on some especially fragile items. The Library reserves the right to limit or refuse copying of materials because of copyright, condition, or other special considerations.

E. Display and Arrangement of the Collection

Materials may be kept in locking cases and/or acid-free boxes to support the preservation of unique or fragile items.

VI. Review of Policy

The Wadleigh Memorial Library Board of Trustees reserves the right to change the preceding policies in order to meet the goals of the Wadleigh Memorial Library. The Head of Reference and Adult Services will review the policy annually for currency, accuracy, and completeness. Specific changes will be made throughout the year as the need for them arises.