



Collection Development & Management Policies

Policy Information

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Policy

Purpose of Policy

The collection development & management policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs and interests of the Nashville community. The policy directly correlates the collection to Nashville Public Library's (NPL) mission statement and defines the scope and standards of the various collections.

As the community changes, NPL reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

NPL Mission, Vision, and Values

Mission: Inspire reading, advance learning, and connect our community.

Vision: All members of our diverse community are empowered through limitless learning opportunities to enrich their lives.

We Value:

- Extraordinary Customer Service
- Love of Reading
- Lifelong Learning
- Intellectual Freedom
- Innovation
- Excellence
- Inclusiveness

Philosophy of Selection

In support of its mission "to inspire reading, advance learning and connect our community," NPL fully endorses the principles documented in the [Library Bill of Rights](#) and the [Freedom to Read Statement](#) of the American Library Association. NPL upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. A balanced collection attempts to represent all sides of controversial issues as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. Materials available in NPL represent diverse viewpoints, enabling residents to make the informed choices necessary in a democracy. All public libraries contain material that some patrons may find objectionable. Libraries may also omit from the collection materials that some patrons will feel are important. In either case, NPL has procedures that patrons may use for reconsidering or recommending library materials.

Responsibility for Selection

The authority and responsibility for the selection of library materials rests ultimately with the Library Director. Under his/her direction, selection is delegated to professional collection development library staff. These decisions are made within the limitations of available space and funding, and within the scope of a written collection development plan. Material will be selected based upon their value as a whole. Selection presumes liberty of thought and intellectual freedom within the bounds of reason and law. The public and all library staff are encouraged to recommend materials for consideration.

NPL's collection is developed through:

- Engaging in open, continuous two-way communication with library users and recognizing that individuals have different ways of expressing their needs based on age, language, economic status, culture, or other characteristics.
- Interacting with customers with understanding, respect, and responsiveness.
- Handling all requests equitably.
- Understanding and responding to rapidly changing demographics, as well as societal and technological changes.
- Recognizing that materials of varying complexities and formats are necessary to satisfy diverse needs of library users.
- Balancing individual and community needs in determining the best allocation of collection budget for acquiring or providing access to materials and information.
- Seeking continuous improvement through ongoing data analysis and measurement.
- Reviewing the collection on a regular basis to identify areas of community interest that may need to be strengthened.

Selection Criteria

All material, whether purchased or donated, are evaluated according to one or more of the following standards. An item need not meet all these standards in order to be added to the collection.

General Criteria

- Contribution to the diversity and scope of the collection
- Suitability of subject and style for intended audience
- Requests by library users
- Effectiveness and suitability of format in communicating the content
- Relevance of format and content to the intended audience
- Impact on materials expenditure plan
- Popular appeal
- Available space
- Attention by critics and reviewers
- Contemporary significance
- Relevance to the needs and interests of the public
- Accessibility of material
- Physical Format
- Quality of production

Content Criteria

- Authority
- Objectivity
- Clarity
- Currency
- Representation of diverse points of view
- Awards or award nominations
- Reputation or significance of one of the creators of the work
- Published evaluations or reviews
- Accuracy and timeliness
- Consideration of the work as a whole
- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

New or Emerging Formats

NPL develops collections that include a comprehensive range of formats utilizing the unique capabilities and advantages of alternative, new and evolving technologies in delivering information and expressing creativity and ideas. Before adding new formats, the following criteria should be considered:

- Impact on equipment, staff, storage, and space
- Demand for format in community

- Durability of format for library use
- Technical quality of production or reproduction
- Compliance with industry standards and specifications
- Availability of adequate startup and continuing funding
- Capability for networked distribution, download and printing
- Suitability to be circulated or housed in a sturdy, safe and convenient manner
- Availability of technical support and staff training
- Accessibility of material
- Ease of use by customers and staff
- Ownership of product

As new formats emerge, steps will be taken to phase-out duplicated and/or obsolete mediums. These steps include discontinuation of ordering new or replacement copies, redistribution, and removal of existing collections from within the system. The time frame and need for implementation of each of these steps will vary based on customer demand for product (as demonstrated by circulation statistics and customer requests), affordability, and availability of product from vendors.

Independently Published Material

NPL is often asked to include items in our libraries that are written and/or published independently. This can include materials that are self-published and/or produced items published through a vanity press company. NPL looks for material with regional connections and collection relevance that will appeal to a wide audience. A positive review in one or more of the library review journals, such as Library Journal, School Library Journal, Kirkus Reviews, Booklist, Publisher's Weekly or in the Sunday edition of the local daily paper will give an independently published book an improved chance for selection by NPL. Information regarding the material should be sent to NPL's Material Management Department. The following information should be included:

- A brief summary of the material
- Any professional reviews
- Intended audience
- Author background and contact information
- Publisher information
- Item description (price, ISBN, date of publication)
- Distributor(s)
- OCLC World Cat Record

Preview copies will be treated as a donation and their disposition will be covered under our [Gifts and Donations Policy](#).

Suggestions for Purchase

NPL strongly encourages input from the community concerning the collection. A suggestion for purchase procedure enables Nashville residents to request that a particular item or subject be purchased. All suggestions for purchase are subject to the same selection criteria as other material and are not automatically added to the collection. It is the Library's intent that suggestions for

purchase be used to help NPL in developing collections which serve the interests and needs of the community. You can make a material [suggestion online](#).

Gifts and Donations

NPL welcomes gifts of books and other material. NPL reserves the right to keep, discard, sell, or make other appropriate disposal of any books or materials that are donated as determined by its mission and needs.

Staff members review all donated materials for potential addition to NPL's collection. Material may also be used to help the Friends of the Library hold successful book sales. Funds raised at these sales support valuable library programs and services. Donated material sold at book sales are not covered under this policy.

NPL accepts gifts at any of our facilities in Davidson County. Customers are encouraged to call ahead. Books donated in boxes are most helpful. [Metro Archives](#) and [Special Collections](#) staff follow separate guidelines for accepting donations.

NPL accepts donations to be considered for addition to our circulating collection for items and formats that we currently provide in our collection. Except for the following:

- Audio CDs & Music CDs
- Magazines & Newspapers, including gift subscriptions

These items must be in new condition.

Requests for Reconsideration

NPL welcomes feedback from Davidson county residents about library resources. Library staff constantly review the collection based on feedback from Davidson County customers, because taxes from Davidson County residents fund the Library. NPL also strongly encourages parents and guardians to be actively engaged in their children's reading habits by linking their library account to their child's. By doing so, parents can see what their children are borrowing from the library.

Residents wishing to recommend the removal or reclassification of a particular item in the NPL collection are encouraged to discuss their concerns with a library manager. If the patron is not satisfied with the response to their request, the manager will provide the patron with information and a form to request formal reconsideration of the library resource. Bearing in mind NPL's mission statement, philosophy and the selection criteria of this collection development policy, the request will be reviewed by the Library Director and staff. Questioned items will be considered in their entirety, not judged solely on portions taken out of context. Questioned items will remain in circulation during the reconsideration process.

The Library reserves the right to decline a request for reconsideration for a title that has already been reviewed for reconsideration. Due to the time it takes to properly review materials, the Library will only be able to accept one title per resident per quarter. A maximum of three titles will

go through the full reconsideration process in a thirty-day period. Items being reconsidered, will remain in circulation during the reconsideration process.

Library management will carefully review the material, and a letter, conveying the Library's response, will be mailed to the resident within 30 days of receiving the formal request.

Collection Maintenance

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

Library Management Staff systematically review the collection with the goal of maintaining the quality and vitality of library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other statistical information for continuous collection evaluation.

Weeding Evaluation Criteria

Weeding in this context is defined as the process of evaluating a book to determine if it will be retained, relocated, or replaced. Selection of material for withdrawal is based on the CREW method.

- Continuous
- Review
- Evaluation
- Weeding

This system uses the acronym, MUSTIE, to help evaluate an item for withdrawal:

- Misleading and/or factually inaccurate
- Ugly (worn out beyond mending or rebinding)
- Superseded by a new edition or a better source
- Trivial (of no discernible literary or scientific merit)
- Irrelevant to the needs and interest of your community
- Elsewhere (the material may be easily borrowed from another source)

Replacement Criteria

While NPL attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on:

- The number of duplicate copies
- Existence of adequate coverage of the subject in the collection
- Demand for the specific title or subject area
- Availability of material

Removal of Withdrawn Material

Material that no longer meet the stated objectives of NPL will be withdrawn from the system. This board approved policy allows NPL to determine how material are removed and where they are sent after removal from the library's collection.

Duplication of Material

Multiple copies of material are purchased in response to user demand as evidenced by number of reserves, anticipated popularity, repeated requests and monitoring of the collection. For popular print fiction and non-fiction titles, NPL maintains a holds ratio (i.e., for every 5 holds on a title, another copy is purchased) as allowed by budget constraints.

Scope of the Collection

The primary responsibility of NPL is to serve the residents of Davidson County by providing a broad choice of material to meet their informational, educational, cultural, and recreational needs. Material are selected to aid individuals, groups, and organizations in the effort to attain practical solutions to daily problems, and to enrich the quality of life for all community members.

Budget and space limitations, as well as local needs, preclude NPL from duplicating the specialized and comprehensive collections that exist elsewhere in Davidson County. Access to these collections is provided through cooperative networking, interlibrary loan, and direct referral. Emphasis is placed on shared access and ease of use through the online catalog and the **Limitless Libraries** program of school delivery.

Adult Fiction

NPL's fiction collection includes a wide variety of contemporary works of fiction representing all genres, international works, classics as well as important novels of the past. NPL makes every effort to acquire fiction which is representative of the cultural and ethnic communities that it serves and to satisfy the diversity of interests and recreational needs of its users. Formats include hardcover, trade paperback, mass market paperback, large type, Playaway, audio cd, e-book & e-audiobook.

Adult Nonfiction

NPL aims at acquiring material which provide a core of basic knowledge. In addition, NPL selects, makes accessible, and promotes the use of materials which:

- address contemporary issues
- provide self-help information
- facilitate continuing education
- enhance job-related knowledge and skills
- increase knowledge of affairs of the community, the country, and the world
- support business, cultural, recreational, and civic interests in the community
- nourish intellectual, aesthetic, creative and spiritual growth

- present different viewpoints on issues
- Formats include hardcover, trade paperback, large type, Playaway, audio cd, e-book & e-audiobook.

Children's Collection

To encourage life-long reading habits, the children's collection provides material in a variety of formats to satisfy and stimulate the informational, educational, cultural, and recreational needs of the children of Nashville from infancy through grade eight. Material is selected with regard to the stages of emotional and intellectual maturity of children. The collection also provides adults with materials that relate to the well-being of children, enrich preschool and school curriculums, and aid in the study of children's literature. Formats include hardcover, trade paperback, picture book, easy reader, board book, talking book, Playaway, audio cd, e-book & e-audiobook.

Young Adult Collection

Young adult collection material is intended for library customers from the age of 13 to 18 years. It is a transitional collection for the reader moving from the children's collection to the adult collection. The young adult collection consists of fiction and nonfiction books of popular and contemporary interest. Formats include hardcover, trade paperback, graphic novel, manga, talking book, Playaway, audio cd, e-book & e-audiobook.

Reference Collection

NPL maintains a physical reference collection to serve the informational needs of library users. Reference sources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. They remain in the library to be readily available to all residents. Selection criteria of particular importance for reference sources are accuracy, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing. Reference sources are consulted for specific items of information and are not meant to be read consecutively. They include bibliographies, indexes, directories, dictionaries, catalogs, statistical compendia, atlases, and almanacs.

Scope of the Main Library

The Main Library serves the Davidson County community as a whole, in addition to serving as a resource for the twenty branch libraries within our system. The size and scope of its collection attracts users from surrounding areas as well as the rest of the state, but the main purpose is to serve Nashville residents. A broad choice of circulating print and non-print material is selected to accommodate the diversity of tastes, reading levels, languages, and interests of users of all ages. The Main Library provides a comprehensive collection of material relating to the Civil Rights Movement, Nashville history, Genealogy, and local author collections. The Main Library also builds upon existing strengths within the arts. Scholarly and highly technical or specialized material are not acquired but are available through our Interlibrary Loan department. The reference collection at the Main Library contains standard works in areas of general reference, the humanities, social sciences, physical and biological sciences, technology, history, and area studies.

Scope of the Branch Libraries

The twenty branch libraries serve specific neighborhoods in the city. The interests and needs of the actual and potential users of the branch are continually evaluated so that each library has a collection reflecting the community that it serves. Branch collections are designed to serve the current, high interest needs of NPL patrons. The branch reference collections contain a limited core of basic ready reference material supplemented by specific subject area resources of interest to that community.

Library Collections

Albert Hadley Interior Design Collection

Albert Hadley (1920-2012), a native of Nashville, was a renowned interior designer whose clients included Vice President Albert Gore and Tipper Gore, Jacqueline Kennedy Onassis, Diane Sawyer, and the Astor and Getty families. The Albert Hadley Interior Design Collection at the Main Library includes over 700 titles from his personal and professional book collection, as well as sketches and ephemera.

Annex Collections

The Annex of NPL is a closed stacks area of the Main Library that acts as a holding location for collections of print, audiovisual, bulky, odd-sized materials, and more. These items are available to customers who request them to be delivered to their local branch through the catalog or through in-person requests at any service desk of the Main Library.

Art Lending Library

The Art Lending Library consists of framed, wall-hung artworks representing various sizes, styles, mediums, and techniques by Nashville-Davidson County artists. This collection is intended to expand public visibility and accessibility to works by local artists included in the Metro Public Art Collection managed by the Metro Arts Council.

Audiobooks

The physical audiobook collection contains compact discs and pre-loaded MP3 device sound recordings of fiction and nonfiction books, poetry and drama, language instruction, and other subjects, based on current demand. Emphasis is on acquiring unabridged works whenever possible.

Board Game Collection

A circulating collection of board, card, and tabletop games.

Bookclub-In-A-Bag Collection

To assist and promote book clubs, NPL has created a collection of ready-to-go book club kits. These kits contain ten copies of a book title, discussion questions for the book, and an author biography. They are packaged in canvas tote bags for easy conveyance.

BCycle Passes

NPL offers reservable passes for free access to electric pedal-assist bicycles. Library customers can borrow a BCycle fob to take rides from any Nashville BCycle station.

Community Passports

These reservable passes give NPL cardholders free admission to area attractions and services. NPL currently offers passes for: Cheekwood Estate and Gardens, Country Music Hall of Fame, and the National Museum of African American Music.

Connect with NPL Collection

The circulating collection of Chromebooks is intended to reduce the digital divide within Davidson County.

Curriculum Kits

Curriculum Kits are collections of 20-30 items on one topic. The Kits are located in the Main Annex division, and are housed in sturdy, covered plastic bins. Each Kit is geared at either elementary, middle, or high school students with material chosen that correspond to their curriculum. Each Kit may include a mix of print books, videos, CD audiobooks, preloaded MP3 audiobooks, flashcards, maps, or laminated sheets.

Electronic Databases (Commercial)

Online computerized databases extend the collection by providing timely and versatile access to information in electronic format. Databases are used by the library staff to enhance and supplement reference service. Many of the databases contain specialized information beyond the scope of NPL's print collections; others have information that does not exist in print format. Some databases duplicate print sources which are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access to library users.

E-Media

Digital versions of nonfiction, fiction, periodicals, reference, video, audiobooks, music, and images are all offered by NPL. The content criteria outlined in each of those sections apply, as appropriate, to their electronic counterparts.

Fresh Reads Literacy Collection

This collection provides material in a variety of formats to support NPL's adult literacy efforts. It is comprised of material to support new readers. NPL does not collect textbooks or workbooks meant for individual use.

Government Archives of Metropolitan Nashville and Davidson County at the Main Library (see attached [Collection Development Policy](#) for a detailed description)

Large Type Books

The large type book collection meets the needs of an increasing number of visually impaired patrons. The major emphasis of the collection is popular fiction (including mysteries,

romances, and westerns) along with high interest non-fiction. Large type books are primarily purchased based on each branch's demographics and demand.

Launchpads

A circulating collection of locked, preloaded tablets with curated learning apps for children. Tablets are subject-focused, with topics ranging from English language arts to math and science. Themed tablets include princesses, dinosaurs, animals, and more.

Library of Things

Circulating collection housed in the Annex at the Main Library, composed of items that library customers may wish to try/test before purchase and/or are infrequently used. These include items used for outdoor activities & games, health & fitness, tools, electronics, party supplies, crafts & hobbies, and musical instruments.

Library Services for the Deaf and Hard of Hearing

Located at the Main Library, this lending library of books, media programs, and assistive communication devices is one of the largest in a U.S. public library. It includes material to educate the hearing public about hearing loss and deafness as well as accessible informational and entertaining material for people who are deaf or hard of hearing. Material about deaf blindness is also available.

Lucky Day Collection

Designed to allow access to bestselling titles for casual library users without the placement of advance holds, this collection is composed of print adult and young adult books in fiction and nonfiction. These items have a limit of one checkout per library card and a shortened, fourteen-day loan period to encourage faster turnover of material. No renewals or reservations online or by phone are allowed. Books stay in Lucky Day status for two months before converting back to regular status.

Music Collection

Music recordings on CD are available at some of our branch libraries although we are phasing this collection out as streaming has replaced most demand for music on compact disc. An emphasis is placed on keeping these collections at branches with an older demographic who still prefer that physical format.

Periodical Collection

NPL's newspaper and magazine collection is available in physical and digital formats and provides current and retrospective information aimed at meeting the needs of the community. The periodical collection consists of diverse publications in fields which are of interest to the community. It includes popular reading magazines, foreign language publications and subject-specific titles. Journals which are highly technical or scholarly are generally not included in the collection.

In addition to magazines, the collection includes newspapers published locally as well as from major geographical areas of interest to the community.

Back issues of magazines circulate. Back issues of many titles are accessible digitally for reasons of preservation and space conservation.

Special Collections Division

As the information center for the Nashville community, NPL places a high priority on acquiring comprehensive information and resources about Nashville, past and present. The Special Collections Division at the Main Library, collects reference and non-circulating material which reflect the county's historical and cultural development, with special attention to its ethnic diversity and heritage.

The collection of historical Nashville newspapers on microfilm at the Main Library is one of the most comprehensive available in Davidson County. This collection is supported by research and historical materials. The Special Collections Division acquires exhaustive and selective material that furthers the mission to preserve and share across generations the culture and history of Nashville. It also collects maps, pamphlets, manuscripts, and selected ephemera of local significance. Non-print material include videos, sound recordings, oral histories, and photographs.

NPL does not actively seek manuscripts, collections of papers, memorabilia, or three-dimensional material, although it does selectively accept gifts of this nature, particularly when the material relates to the City of Nashville.

Special Collections Division book collections include:

Banner & Stahlman Collection

These two book collections are from the Nashville Banner newspaper and also includes selected titles from the James G. Stahlman personal book collection.

Genealogy Collection

This collection includes published family histories, family name origins, early passenger lists, coats of arms, research material for the genealogist and how-to books related to the same subject. The published family histories and records included in this collection are non-Tennessee, primarily relating to the areas from which Tennesseans came prior to settling in Tennessee, including Kentucky North Carolina, South Carolina, Virginia, and Great Britain.

Grantham Collection

The Grantham Collection consists of 5,000 titles, including a few of his own personal publications, from Dr. Dewey Grantham, History Professor Emeritus at Vanderbilt University. Dr. Grantham's collection includes the social, cultural, economic, and political history of the post-Civil War South.

Civil Rights Collection

This monograph collection with a focus on the Civil Rights Movement in Nashville, Middle Tennessee, and the South is in the Civil Rights Room. It is funded by the Robin and Bill King Foundation.

Muirhead Collection

This collection was donated by Judge Jean Muirhead and includes material related to women's civil rights and women's issues.

Nashville Authors

The Nashville Authors Collection is composed of both fiction and nonfiction titles not concerning Tennessee subjects authored by Nashville residents. Nashville authors who write fiction or non-fiction about Tennessee subjects will have their books housed in the appropriate Tennesseana section within Special Collections. Some of these titles may also be available elsewhere in NPL as part of the circulating collection.

Tennesseana

This is the largest of our monograph collections and includes Tennessee, Middle Tennessee, Davidson County and Nashville local history; Nashville City Directories; biographies about Tennesseans; and selected fiction set in Nashville or Middle Tennessee. Significant portions of the Tennesseana collection include published family histories about Tennessee families; published county records and other resource for Tennessee genealogical research; and local county and city histories for areas in Middle Tennessee.

Votes for Women

The Votes for Women Collection focuses on Nashville's and Tennessee's role in the ratification of the 19th Amendment to the United States Constitution, and American women's political movements, particularly in the South. Located in the Votes for Women Room, this collection was initiated through the vision of Margaret Behm, Juli Mosley, and Jeanie Nelson to commemorate the 100th Anniversary of the 19th Amendment.

The Wilson Limited Editions Collection

Containing more than 800 beautifully designed and illustrated books and portfolios of featured artwork by renowned artists such as Henri Matisse, Pablo Picasso, and Jacob Lawrence, this reference collection is housed at the Main Library and is available for viewing in depth by appointment only.

Talking Books

The Talking Book collection is a circulating collection of picture books, fiction, nonfiction, graphic novels, and easy readers with embedded audio narration. Combining print with audio is the easiest way for emerging and struggling readers, auditory and special education learners, and ELL patrons to learn literacy skills.

Textbooks

Through an agreement with Metro Nashville Public Schools, all NPL locations have a core collection of print textbooks covering the basic core curriculum areas. These are reference items used for homework assistance and are updated each year. We do not replace missing textbooks.

Videos

NPL collects videos to meet the educational and recreational needs of adults and children. The collection consists of popular feature films, television movies and shows as well as documentaries, instructional and educational films, and film festival selections. Formats include DVD and other digital media.

Videos of feature films include film classics, such as those named to the National Films Registry, and highly rated current films of broad family appeal or potential cultural, historical, or aesthetic significance.

World Language Materials

NPL maintains a collection of world language material, aimed at meeting the recreational and many of the informational needs of the Nashville community. Resources include books, magazines, and newspapers, videos, and sound recordings. These materials are primarily circulating. NPL's collection also includes material which aid in learning a second language. These resources include books such as grammars, dictionaries, audio CDs, databases, and videos for learning the languages most frequently studied in the community.

NPL is committed to developing and maintaining foreign language collections which meet the needs of a changing Davidson County population. Foreign language needs are assessed through such tools as US Census data, patron requests, circulation statistics and community awareness. Availability of material may impact the development of the collections.

Metropolitan Government Archives of Nashville and Davidson County

Mission Statement and Collection Policy

Mission

The Metro Archives endeavors to provide openness, cultivate public participation, and strengthen our nation's democracy through public access to high-value historical government records.

Our Mission is to provide public access to the records of the Metropolitan Government of Nashville and Davidson County, the old City of Nashville and the Davidson County government in our custody and control. Public access to government records strengthens democracy by allowing Americans to claim their rights of citizenship, hold their government accountable, and understand their history so they can participate more effectively in their government.

Collection Development Policy

The Metro Archives follows the standards promulgated by the Society of American Archivists for appraisal, retention, and destruction of records, with exceptions, as necessary for the life cycle of local government records. Within the scope of our mission and collection policy the Archives will seek to acquire records which are of historical interest and may be in danger of neglect or destruction. As such, the Archives will work in close cooperation with Metropolitan Government to ensure the systematic transfer of official records to its custody.

It is the policy of the Archives to acquire such records as may contribute to the preservation of the heritage of Nashville and Davidson County.

The Metro Archives does not seek to represent any particular historical, governmental or other viewpoint in its acquisition of records, but to reflect as objectively as possible all aspects of Nashville and Davidson County's past.

Records are accepted in every format, whether manuscript, printed or machine readable including photographic media and motion picture film. We do not acquire microform copies or facsimiles of documents in other repositories or private hands which relate closely to our holdings. The Archives will not normally accept three-dimensional artifacts unless they have a special relationship with an established archival collection.

Records Collected

Early Settlement Records, 1700-1806

Early Settlement records are those related, but not limited to, the area that would include the city of Nashville or comprise Davidson County from 1700-1806. These records include information related to the establishment of Davidson County.

Davidson County Records, 1789-1963

Records collected include, but not limited to, those created by the Davidson County government that documents the county policy decision-making, such as, articles of incorporation, bylaws and charters, mission statements, meeting minutes, photography, motion picture or sound recordings.

Davidson County Court Records, 1789-1963

Records related, but not limited to, the operation of any of the several courts of law in Davidson County, Nashville, or Metropolitan Government. Those records include but are not limited to: Court proceedings, Court minutes, Court evidence, photographs, prints, slides, drawings, and recordings in any media, Judges Opinions, statements, correspondence, files, or compiled records.

Metropolitan Government Records, 1963 and continuing.

These records encompass the records generated by the administrative offices, elected offices and officials of the Metropolitan Government or the old City of Nashville in the conduct of business. These records include but are not limited to:

- Records documenting the establishment and operations of Metropolitan Government, 1954-1963.
- Records of the Office of Mayor, including correspondence, administrative subject files and reports. Inauguration ceremonies including invitations, programs, and address transcriptions, photography, or other events, ceremonies or presentations captured by image storage media.
- Records created by any Authority, Board or Commission that documents policy decision-making, such as, articles of incorporation, bylaws, minutes, press releases, policy statements, or standard procedures.

Routine policies as set forth below are:

- Loans are not normally accepted unless requested by the Metro Archives. Donations and purchases are preferred over deposits. Purchase of government documents will be made, after review of possible replevin, only for documents of outstanding importance to the Metropolitan Government.
- No conditions of use, exhibit, digitizing, or formatting are accepted on records other than those imposed by federal, state or local ordinance.
- Only records which in the judgement of the Metro Archivist are of sufficient quality for permanent preservation will be accepted.

- Finding aids may be required with large acquisitions where it is likely to render the documents otherwise inaccessible until processed.
- It is a condition of acceptance that documents will be available for public access after expiration of a specified period of time.
- Archives shall have authority to transfer records to a more suitable repository if it is considered that the documents would benefit from relocation.
- In accordance with the requirements of the Davidson County Public Records Commission and existing Records Disposition Authorizations, the Archivist will evaluate and select for destruction those documents deemed not to be worthy of permanent preservation.
- Archives reserves the right to conduct a periodic review of the records held, in the light of research use of the records, and where necessary to recommend their disposal or destruction.

Last Revision: June, 2023

Special Collections Division

Collection Development Policy

I. Mission and Overview of the Special Collections Division

- A. Mission Statement:** The mission of the Special Collections Division is to explore our past, inspire conversations, and anticipate the stories to come.
- B. Overview:** The Special Collections Division (SCD), which consists of the Nashville Room, Civil Rights Room, Votes for Women Room, and the Special Collections Center, serves as a repository and research center for historic and contemporary Nashville and Tennessee materials. All materials held by the Special Collection Division, including books, are considered reference materials, do not circulate and do not leave Special Collections area. The Nashville Room provides access to over 28,000 books divided into several distinct collections (enumerated elsewhere in this document See Section V.). The Civil Rights Room focuses on-local, Southern and national movements, with emphasis upon the African American quest for rights and justice in the 1950s-1970s, especially as experienced in Nashville and Middle Tennessee. The Votes for Women Room concentrates on telling the story of Nashville and Tennessee's decisive role in the ratification of the 19th Amendment to the United States Constitution, and women's roles in American political movements, primarily in Tennessee and the South. The Special Collections Center serves as a meeting and education space and contains staff workspace for recording, processing, and housing of oral history interviews.

In addition to published items, the Special Collections Division provides access to more than 400 collections of unpublished materials relating to the history and culture of Nashville and Davidson County. Such items include: vertical files, manuscript collections, letters, diaries, posters, ephemera, maps, postcards, photographs, and oral histories. These unpublished materials are located in closed stacks, do not circulate, and require special procedures for access.

II. Ethics & Stewardship

- A. **Codes of Ethics:** Ethics are particularly important when choosing what materials to acquire in a special collections area. Staff of the Special Collections Division uses and abides by the codes of ethics established by the Society of American Archivists (SAA) and the Association of College and Research Libraries (ACRL) Code of Ethics for Special Collections Librarians.
- B. **Obligations to Stakeholders:** Staff must be conscientious about their obligations to all stakeholders involved: the potential donor of material; institutional requirements; collecting scope; legal obligations and procedures; limited resources of staff, time, finances, materials, and space; present and future researchers; and historical relevance.
- C. **Stewardship:** Ultimately, the operative keyword for any collections decisions is “stewardship”. We must be good stewards to our community; with our financial resources; with our professional expertise and staff; with our time; with our space; and for our donors; our library organization; to our researchers, and potential researchers long into the future.

III. Clientele Served by the Collection

Regular clientele include scholars, students, archivists, government officials, documentary filmmakers, journalists, authors, historic preservationists, genealogists, and the general public. About half of these researchers are local or from Middle Tennessee; up to half may be visitors from out of state or even out of the country, who make special research trips to consult our collections or who contact us by phone or email.

IV. Types of Programs Supported by the Collection

- A. **Research:** The collection supports all levels of research in the history and culture of Nashville and Middle Tennessee.
- B. **Exhibits:** The collection supports exhibits both within the library and off-site in accordance with the library’s exhibition policy and the Special Collections Division guidelines for loaning materials.
- C. **Education and Community Outreach:** The collection provides the foundation for outreach activities by which the Special Collections Division furthers the awareness, development, and use of its materials. This outreach program has included lectures, workshops, film premiers, curricula, presentations to school and corporate groups, and other activities.

- D. **Special Educational Spaces:** Two areas within Special Collections, the Civil Rights Room and the Votes for Women Room – serve as permanent exhibits and education spaces, with video booths, classroom space, and educational resources as a permanent part of their respective rooms. The collection supports educational and programming activities in these spaces and on these topics, specifically as they relate to Nashville and Davidson County.

V. **Books & Published Materials**

Special Collections Division book collections include:

Banner & Stahlman Collection

These two book collections are from the *Nashville Banner* newspaper and also include selected titles from *Banner* publisher James G. Stahlman's personal book collection.

Civil Rights Collection

This monograph collection with a focus on the Civil Rights Movement in Nashville, Middle Tennessee, and the South is located in the Civil Rights Room and was established through the generosity of the Robin and Bill King Foundation. The collection also includes relevant audio-visual materials, such as numerous documentary films and music related to the Civil Rights Movement.

Genealogy Collection

This collection includes published family histories, family name origins, coats of arms, research material for the genealogist and how-to books related to the same subject. The published family histories and records included in this collection are non-Tennessee, primarily relating to the areas from which Tennesseans came prior to settling in the state, including Kentucky, North Carolina, South Carolina, Virginia, and Great Britain. This collection also includes books of general historiography, historic preservation, the archives profession and practices, public history, and various reference materials of use and aid to staff and patrons in the Special Collections Division.

Grantham Collection

The Grantham Collection consists of 5,000 titles, including a number of his personal publications, from Dr. Dewey Grantham, History Professor Emeritus at Vanderbilt

University. Dr. Grantham's collection includes the social, cultural, economic, and political history of the post-Civil War South.

Kenneth A. Kanter Collection of American Music & Theater

Donated by long-time Nashville rabbi Kenneth A. Kanter and author of the 1982 book *The Jews on Tin Pan Alley: The Jewish Contribution To American Popular Music, 1830-1940*, this collection contains more than 250 book volumes, over 750 LPs and CDs, several thousand pieces of sheet music, long runs of Playbill magazines, plus dozens of posters and souvenir booklets from musical theater productions nationwide, with emphasis upon New York City.

Muirhead Collection

This collection was donated by Judge Jean Muirhead and includes material related to women's civil rights and women's issues, and was acquired in the early 2000s, prior to the development of the Votes for Women room.

Nashville Authors

The Nashville Authors Collection is composed of both fiction and non-fiction titles about topics *not* related to Tennessee which are authored by Davidson County residents. To be considered a Nashville author the writer must have resided in Davidson County for at least five years. Books illustrated by Nashvillians, and some books by Nashville publishers may also be included on a selective level as determined by Special Collections Division. Nashville authors who write fiction or non-fiction about Tennessee subjects will have their books housed in the appropriate Tennesseana section within Special Collections.

Newspapers & Microfilm

The collection of historical Nashville newspapers on microfilm at the Main Library is one of the most comprehensive available in Davidson County. It includes the *Nashville Banner*, the *Tennessean*, the *Nashville Globe*, and others, dating from the early 1800s to the present. Some newspapers include those from smaller communities within Davidson County, such as Donelson and Old Hickory, or weeklies such as the *Nashville Scene* or the now-defunct *City Paper*, many of which are not available online.

A large portion of the microfilm is associated with the Civil Rights Collection, and includes African American newspapers during the Civil Rights Era from many U.S.

cities, histories of slavery and abolition; SNCC (Student Non-violent Coordinating Committee) and CORE (Congress of Racial Equality) papers; and many others.

Periodicals

Periodicals and newsletters collected by the Special Collections Division include Nashville-related periodicals of all types, as well as historical and genealogical publications produced by Middle Tennessee county historical and genealogical societies; regional publications about the three Grand Divisions of Tennessee; and selective major national hereditary organizations and genealogical societies. Other periodicals include publications by scholarly and academic organizations concerning Southern and Tennessee history.

Tennesseana

This is the largest of our monograph collections and includes Tennessee, Middle Tennessee, Davidson County and Nashville local history; Nashville City Directories; biographies about Tennesseans; and selected fiction set in Nashville or Middle Tennessee. Significant portions of the Tennesseana collection include published family histories about Tennessee families; published county records and other resources for Tennessee genealogical research; and local county and city histories for areas in Middle Tennessee. Audio-visual materials, particularly documentaries, are also part of the Tennesseana collection.

Votes for Women

The Votes for Women Collection focuses on Nashville's and Tennessee's role in the ratification of the 19th Amendment to the United States Constitution, and American women's political movements, particularly in the South. It is located in the Votes for Women Room and was initiated through the vision of Margaret Behm, Juli Mosley, and Jeanie Nelson to commemorate the 100th Anniversary of the 19th Amendment in 2020. The core of the book collection was donated by Judge Martha Craig Daughtrey. She also donated a first edition of the four-volume *History of Woman Suffrage*, autographed by Susan B. Anthony, which is on display at the entrance to the Votes for Women room. This is a new area of collecting emphasis, and for this reason is further elaborated elsewhere in this document. (See Section X.)

Carrie Mae Weil Ornithology Collection

This collection of about 500 books is from the personal library of local ornithologist, Harry C. Monk, given to the Nashville Public Library by Board

Member Simon S. Weil, in memory of his wife, Carrie Mae Weil, and named in her honor.

VI. Collecting Levels - Terms

Collecting activity involves the evaluation and selection of unique documentary materials determined to be of enduring value.¹ Four specific terms are used to describe levels of collecting activity:

- exhaustive—to collect all of the documentation relating to a field;
- comprehensive—to collect much of the documentation relating to a field;
- complementary—to collect at a level that fills gaps in the existing documentary record and supplements resources available elsewhere; and
- selective—to collect only minimally.

Exhaustive, comprehensive, and complementary collecting support graduate-level research and scholarship; selective collecting does not.

VII. Present Collecting Level

- Books and published materials:** Materials for the Tennesseana and Genealogy book collections are collected on a comprehensive level. Most other published materials are collected on a complementary level, including books in the Civil Rights Room and the Votes for Women room. Books for the Nashville Authors and Tennessee Fiction collections are collected on a selective level.
- Unpublished materials:** Unpublished items such as maps, photographs, manuscripts, ephemera, and similar materials will be collected on a comprehensive or complimentary level when they concern Nashville or Davidson County topics, including Civil Rights and women’s political activity.
- Oral histories:** Oral history projects have been initiated by the Special Collections Division to document underrepresented stories and fill in gaps in the historical record or collections holdings. They require a great deal of advanced planning, formal organization, preparation and research, and require many resources in staff time and technology to implement, preserve, process, and make accessible. Therefore, no new oral history projects will be

¹According to the Society of American Archivists’ *Glossary of Archival Records Terminology*, the term “enduring value” refers to “the continuing usefulness or significance of records, based on the administrative, legal, fiscal, evidential, or historical information they contain, justifying their ongoing preservation.”

undertaken without a formal review and planning process by the Special Collections Division.

In general, acquiring oral histories conducted by other individuals or organizations is not an active area of interest, because most such projects do not adhere to the Oral History Association's Principles and Practices and are frequently inconsistent in their use of technology, quality of recording and interviewing, use and completeness of release forms, availability of transcripts, and other factors. When oral histories are acquired from outside creators, they are collected on a highly selective level and are subject to a formal review process by the Special Collections Division Acquisitions Committee.

VIII. Collection Strengths

The Special Collections Division is widely recognized for both the breadth and depth of its collections relating to Nashville history. Among its strengths are:

A. TOPICS (Nashville):

- Performing Arts
- African American Civil Rights (1950s-1970s)
- Architecture
- Schools
- Women's Social Clubs
- World War II military service
- Nashville ornithology
- Historic homes
- Nashville's social, economic, and political elites (esp. ca. 1880-1970)

B. FORMATS:

- Oral Histories
- Nashville newspapers on microfilm
- Vertical files
- Photographs
- Maps
- Manuscripts

C. SPECIFIC COLLECTIONS OF NOTE:

- Civil Rights Oral Histories & Collection – a collection of national significance, containing more than 100 oral histories with leaders and

participants in the Nashville lunch counter sit-ins, the Freedom Rides, and local school desegregation and supported by manuscript and photographic material. Among the nationally prominent Civil Rights figures documented in this collection include: Bernard Lafayette, James Lawson, John Lewis, James Bevel, C. T. Vivian, and many others.

- Nashville Banner Archives – containing more than 3.5 million photographs and negatives from the late 1930s to early 1990s, and almost 2000 cubic feet of topical clippings files and reporter reference files created and compiled by staff at the *Nashville Banner* newspaper, providing extraordinary documentation of local events both large and small throughout the 20th century.
- Naff Collection – large collection relating to performances at the Ryman Auditorium in the first half of the twentieth century, collected by long-time Ryman manager Lula Naff, containing posters, advertisements, programs, photographs, and other materials.
- Nashville Electric Service Public Relations Records – spanning the first half of the twentieth century and documenting the subjects of streetcars, women’s work and domestic life in the home during the transition to residential electrification, construction and development of the Tennessee Valley Authority and the electrical grid, and more.

Other collections of note:

- Veterans History Project
- Hume-Fogg High School Collection
- Flood 2010
- Harry C. Monk Ornithology Papers
- Numerous oral history projects created by Historic Nashville Inc.
- Nashville Room Historic Photographs Collection
- and many others

IX. Collection Weaknesses and Areas for Growth

Specific areas identified for growth and additional development include:

A. TOPICS (Nashville):

- Lesbian, gay, bisexual, transgender, and queer (LGBTQ) community
- African American community outside of the period of 1950-1970
- Native Americans

- Women’s political activity post-1920
- Immigrants (ca. 1970s-present) - especially members of the Kurdish community (largest in the U.S.) and Hispanic community
- Urbanization, growth and development, especially 1980-present
- Labor history, union activism, and strikes
- Religions outside of the Judeo-Christian tradition
- Contemporary social movements & current events collecting
- Pop culture and youth movements of the 1960s & 1970s

B. TIME PERIODS:

- Late 20th century (after 1980s)
- Early 21st century.
- Before 1870s.

C. FORMATS:

- Born digital - both “archival” (unique) and “published” (widely available or distributed).
- Books concerning the above-mentioned Topics as they relate to Tennessee, (immigrants, urbanization, LGBTQ, etc.)
- Tennesseana and Genealogy books and periodicals published circa 2008-2015 and 2020-2021, when SCD did not have a book budget or was severely constrained
- Materials in languages besides English

X. New Collecting Area - Votes for Women

- A. New Collecting Area:** The Votes for Women Collection (VFW) is a new area within the Special Collections Division established in 2020, focused on telling the story of Nashville’s role in the ratification of the 19th Amendment to the United States Constitution. Books and other materials will deliberately include a wide spectrum of culturally and politically diverse viewpoints.
- B. Books:** As a new collecting area, books for the Votes for Women Collection will be collected in the following subject areas at the following levels:

Collected at the exhaustive level, books concerning:

- Nashvillians’ and Tennesseans’ involvement in the battle over the 19th Amendment and Tennessee’s role in ratification.

- Nashville women’s political activity, with emphasis on the time period of 1880-1925, but including Nashville women’s political activity before and after that time.
- The quest for securing and maintaining voting rights by and for Nashville women.

Collected at the comprehensive level, books concerning:

- Middle Tennessee women in the fields of politics, voting, and women’s political movements.

Collected at the complimentary level books concerning:

- Tennessee and Southern women in the fields of politics, voting, and women’s political movements which fill gaps or provide important context to the subjects described in the exhaustive and comprehensive levels, above.

Collected at the selective level, books concerning:

- Foundational texts related to the women’s suffrage movement of the 19th and early 20th centuries, culminating in the ratification of the 19th Amendment. In keeping with the Library’s mission of being a repository for information, not a museum, books need not be first editions; later reprints and editions are acceptable and to be encouraged for ease of use, access, and preservation.
- The debate over and effort to pass the Equal Rights Amendment to the United States Constitution
- Voting rights efforts outside of the 19th Amendment, such as the 15th Amendment, the Voting Rights Act of 1965, the 24th Amendment, and the 26th Amendment to the United States Constitution, and other efforts to expand or restrict the franchise, including those groups who still did not obtain suffrage under the 19th Amendment, such as Native American women and Asian American women.
- Widely recognized influential texts on feminism, feminist thought, and gender studies, which have been influential beyond their initial field of study and/or beyond their original decade of publication.
- Biographies and memoirs of people who served as recognized leaders or as less-well-known participants in the battle over the 19th Amendment.
- Men’s involvement in women’s suffrage and the passage of the 19th Amendment.

C. **Primary Source Materials:** The creation of the Votes for Women Room also has prompted the Special Collections Division to seek collections of primary source materials (non-book collections of archival materials such as manuscripts, photographs, ephemera, etc.) to support education and research based upon the content to be found in the Votes for Women Room. The Special Collections Division will limit its focus and scope initially to collecting materials concerning Nashville women's political activity in the 20th century, particularly *after* the ratification of the 19th Amendment in 1920. By so doing, NPL will be able to supplement the VFW book collection by creating an intellectually rich and diverse collection which allows research into the long, living legacy of Nashville's role in the ratification of the 19th Amendment.

D. **Out of Scope for VFW:**

- **Tennessee State Library and Archives:** The bulk of primary source materials concerning the debate and ratification of the 19th Amendment reside at the Tennessee State Library and Archives (TSLA). In keeping with archival codes of ethics and best practices, materials offered to the Nashville Public Library concerning the immediate fight over the 19th Amendment in Tennessee *must* be evaluated with the holdings of the Tennessee State Library and Archives in mind, and may be declined by the Nashville Public Library and referred to the Tennessee State Library and Archives. In *all cases*, materials which share provenance with items at the Tennessee State Library and Archives will be refused by the Nashville Public Library and the donor will be directed to the Tennessee State Library and Archives.
- **Related topics:** Items concerning Nashville women's history but which are outside of the immediate collecting scope for VFW may be evaluated for inclusion in the general holdings of the Special Collections Division.
- **Specific Areas Out of Scope:** The following primary source materials have been identified as explicitly out of scope for the Votes for Women Collection:
 - Materials not directly concerning events, history, or people of Nashville and Davidson County.
 - Materials concerning statewide or regional organizations or women of statewide or regional prominence, not focused on Davidson County. Donors shall be referred to the Tennessee State Library and Archives or to another appropriate institution.

- Congressional papers from any of Tennessee’s Representatives or Senators in the United States Congress, regardless of affiliation with Nashville. Donors shall be referred to TSLA, the Gore Research Center, or another institution with established congressional collections.
- Papers of state legislators in the Tennessee General Assembly, regardless of affiliation with Nashville. Donors shall be referred to TSLA or an appropriate university library.

XI. Exclusions

Special Collections Division will not accept materials under the following circumstances:

- A. **Artifacts:** Special Collections Division does not collect three-dimensional realia or artifacts. The storage and care of artifacts is explicitly out of scope as such materials properly belong at a museum. In extremely rare circumstances, it may be necessary to accept a very small quantity of items of realia as an inherent part of archival collections but this will be determined on a case-by-case basis and will involve input and review from SCD collections team.
- B. **City/County government records:** Any collections of official government records created by offices and departments of the City of Nashville, Davidson County, or Metropolitan Government of Nashville and Davidson County, including officeholders will be referred to Metro Archives. Published Metro reports will continue to be acquired on a complimentary basis by the Special Collections Division to be housed in the Tennesseana book collection.
- C. **State government records:** Any collections of official government records created by offices and departments of the State of Tennessee, including officeholders, will be referred to TSLA. State reports and publications will continue to be acquired on a complimentary level by the Special Collections Division to be added to the Tennesseana book collection.
- D. **Provenance and other institutions:** Materials which share strong provenance with collections at other institutions will be referred to the primary holding institution before they are considered by the Nashville Public Library.
- E. **Requirements for display:** No materials will be accepted for acquisition by the Special Collections Division which require or request that items go on

exhibit, either permanently or temporarily, physically or digitally, as part of the terms of acquisition.

- F. Prohibition of weeding:** No materials will be accepted which do not allow skilled and trained staff to weed or discard extraneous materials. Donors may request that weeded items are returned to them by specifying this in the Deed of Gift.
- G. Permanently closed or highly restricted collections:** The Special Collections Division does not accept collections that are closed to research in perpetuity.
- H. Permanent loan:** Materials will not be accepted on permanent loan. It is not responsible stewardship for the Special Collections Division to expend limited resources in staff, time, storage space, supplies, processing and cataloging on collections that we do not own.

XII. Cooperation with Other Institutions

The Special Collections Division cooperates with other library units, such as the Metropolitan Archives; other repositories, such as the Tennessee State Library and Archives; and other organizations and institutions. It is responsible and ethical practice to not compete with other institutions, but rather, to cooperate. This means that at times Special Collections may decline collections that fall within other institutions' collecting scopes or areas of specialization. In all cases, materials which share strong provenance with collections at other institutions will be referred to the primary holding institution before they are considered by the Nashville Public Library.

XIII. Reappraisal, Deaccessioning & Weeding

- A. Reappraisal** is the process of reevaluating past acquisitions and current holdings. Reappraisal may become necessary when there is a significant change in areas of collecting emphasis, when there are major technological changes or challenges, when storage and space needs become limited or require expansion, or when it becomes obvious that material is duplicative or largely out of scope, or for other reasons. Reappraisal is most often thought of in association with deaccessioning, although reappraisal may also lead to earlier decisions being reconfirmed, and materials continuing to be maintained and retained as a result.

- B. Deaccessioning:** The Special Collections Division reserves the right to deaccession any materials within its holdings, as long as the disposition is in accordance with relevant donor agreements, state and local regulations, and professional archival standards, best practices, and ethics. The Special Collections Division may deaccession collections that do not reflect its collecting areas, that duplicate existing holdings, that relate to subjects that are no longer a priority of the Special Collections Division, or that are judged not to be of enduring value. The relevant donor agreement(s) will determine the disposition of materials in a collection that is deaccessioned. In general, the options for deaccessioned material include a) offering material back to the donor or heirs, b) transferring material to another area within the library (e.g., circulating collection), or c) offering it to another appropriate library or archival institution. No deaccessioned materials will be offered to an individual person or family that is not the donor. Deaccessioned materials should never be offered to collectors, dealers, or to individuals or institutions that seek to profit off of the materials. All disposition of archival materials will be in accordance with local, state and federal laws as well as professional best practices and ethics for archival institutions and materials. A Transfer Form must be completed and signed by the Division Manager when a collection is deaccessioned or transferred to another institution.
- C. Weeding:** A routine part of archival processing is “weeding.” This is the discarding of extraneous, duplicative, or out of scope materials within an archival collection that is being prepared for research use. Typically, donor agreements or deeds of gift will make provision to allow for weeding of materials by the Special Collections Division. If a donor wishes weeded materials to be returned to them, they must state this as part of the donor agreement. When materials are weeded, if discarded, they are deliberately destroyed or rendered unusable to prevent their use or acquisition by others (including staff), and to indicate that they are being deliberately discarded. If there are items that are weeded that might be of interest to another collecting institution, such items may be offered directly to an institution, or announced on one of the Society of American Archivists electronic mailing lists. Under no circumstances will weeded items be offered to an individual collector, dealer, or anyone who stands to profit financially.

XIV. Procedures Affecting the Collecting Policy

For full details on many of these procedures, please refer to departmental or division policy and procedures. What follows is a brief summary, as it relates to Special Collections acquisitions matters, particularly for unpublished materials, and does not cover all provisions, circumstances, or details.

A. Acquisitions Committee: The Special Collections Division has a standing Acquisitions Committee to review and evaluate incoming potential donations and to address other acquisitions and processing issues. They are the primary decision-making body within the Special Collections Division concerning new acquisitions, particularly concerning all archival and unpublished materials. The Committee uses ethics, archival standards, collections expertise and other professional skills and knowledge to make their evaluations, and considers a wide variety of factors before making their decisions.

B. Methods of Acquisition

- **Publicly available materials:** Special Collections staff may obtain materials on their own initiative such as a flyer, poster, program, newsletter, bound report, or other physical resource made available for free to a large number of people. Digital materials may also be obtained this way, typically by receiving via email attachment, downloading from a website, or by specifically requesting items which are produced by a person or organization with the intention of the digital content being widely available or distributed in some form. Whether paper-based or digital, these items are considered “staff pickups” and no Deed of Gift is necessary in these circumstances.
- **From a Donor:** A donation of materials may be initiated by an individual or organization. The majority of archival materials acquired by the Special Collections Division are obtained in this manner. On rare occasions, staff may initiate contact with a donor or organization, under the supervision, recommendation, and guidance of the Special Collections Acquisitions Committee or Division Manager. In the majority of cases, a Review Form will first be required so that the Acquisitions Committee can review and provide an assessment of the materials. In a limited number of cases, a Review form may not be necessary and the donor may proceed directly to completing a Deed of Gift, subject to the approval of the Acquisitions Committee and/or the Division Manager or their designee.

C. Forms

- **Review Forms:** Special Collections Review Forms are typically used in two situations: to evaluate archival materials prior to making an acquisition

decision, and for a donor to leave such materials on a temporary loan with Special Collections while SCD makes archival copies. In both cases, the donor still retains ownership while the items are in SCD custody. The Review Form must be completed by both parties at time of deposit, and signed off later by both parties when and if materials are returned to the donor. If SCD is making copies to add to our holdings, a Deed of Gift must be completed by the donor, in addition to a Review Form. See division policies and procedures for full details.

- **Deed of Gift:** A Deed of Gift is the formal and legal method for a donor to transfer physical or digital archival materials to Special Collections Division ownership. The Special Collections Division does not accept materials without a legal transfer of title, deed of gift, or other official acknowledgement. The Deed of Gift also makes clear the donor's intention regarding intellectual property rights. See division policies and procedures for full details.

D. Digital records

- **Subject to review:** Contrary to popular opinion, digital records are not "easier" or "more convenient" to work with when it comes to long-term preservation and access. Items in digital format are more volatile, unstable, face greater risks of becoming permanently inaccessible, and have greater and more complex preservation and access needs than do "traditional" paper-based archival materials. Therefore, any materials acquired in a digital format must be evaluated carefully and require review by the SCD Acquisitions Committee before acceptance.
- **Deed of Gift still required:** A formal Deed of Gift signed by the donor, even in the case of born-digital donations, must still be completed in order to add materials to our holdings. No Deed of Gift is necessary if the digital content has been produced for wide public dissemination by the creator or is produced by a government entity.

E. Accessioning: Once a Deed of Gift is completed and signed by both the donor and Special Collections manager or designee, the collection is accessioned. It is assigned an accession number, given appropriate storage and housing, and placed in a designated holding area to await processing.

F. Restricted Collections: Any collections which have an access restriction placed on them must have a definitive and specific expiration date – even if many years into the future – at which point access to the collection will be unrestricted. Restrictions regarding access to and use of collections are accepted only when reviewed and approved by the Special Collections Division.

- G. Exhibitions:** The Special Collections Division reserves the right to include unrestricted materials in both physical and digital exhibitions, in accordance with standard archival principles and practices.
- H. Revision of Policies:** This policy will be reviewed at least every five years for effectiveness and appropriateness. The Special Collections Division reserves the right to change the preceding policies as necessary, in accordance with recognized professional standards and principles of archival management. Revisions will not, however, revoke previously negotiated donor agreements.

Resolution

RESOLUTION 2024 –

WHEREAS, a Policy is a fluid document, needing constant refreshing to keep it accurate, as well as, relevant and

WHEREAS, new policies have recently been added to the Nashville Public Library, the collection development plan is in need of revision.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees to adopt the revised collection development plan as presented effective upon adoption.