COLLECTION DEVELOPMENT AND MANAGEMENT POLICY OF THE NEW HAMPSHIRE STATE LIBRARY

2008

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PREFACE

In August 2007 a group of eight dedicated New Hampshire State Library staff members began meeting to revise the New Hampshire State Library's *Collection Development Policy*. The policy had last been revised in 2002 and no longer reflected the current level of collection development or the changes in the expanded special collections. Group meetings were held monthly to discuss specific issues, criteria and other aspects of the policy. The Collection Development Policy Review Committee completed a final draft in June 2008. The final draft was approved July 9, 2008 by Michael York, State Librarian.

The working group produced a flexible set of guidelines that reflect the current depth and scope of the library's varied collections and established clear criteria for the continued growth of the collections to support the New Hampshire State Library's research, reference and educational services well into the 21st century.

The new guidelines include:

- Archival collections
- Inclusive language to accommodate changing technical formats and programs
- Revised statements for U.S. government documents, Children's Historical Collection and special collections that include Genealogy and Family Resource Connection.

The policy review committee included:

Linda Jayes, Supervisor of Technical Services
Donna Gilbreth, Supervisor of Reference and Information Services
Ann Hoey, Youth Services Coordinator
Zelda Moore, Reference Librarian
Charles Shipman, Reference Librarian
Amber Cushing, Reference Librarian
Joanna Baqqi, Reference Librarian, Family Resource Connection
Janet Eklund, Administrator of Library Operations

Respectfully submitted on behalf of the Collection Development Policy Review Committee by

Linda Jayes, Chair, Collection Development Committee
Technical Services

INTRODUCTION

What we have

The New Hampshire State Library (NHSL) is the only library in the state that serves every citizen. It 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. Per the *Revised Statutes Annotated* (RSAs) of New Hampshire, it is the library agency of the state and the reference library at the seat of government. The RSAs outline the responsibilities of the library to the citizens of New Hampshire for the selection and collection of library materials. Its collections of books, periodicals, government publications, electronic formats and microforms total over 570,000 items, including 80 periodical subscriptions, 63 newspaper titles, 6,000 genealogy titles, 19,000 reels of newspaper microfilm and 30,000 federal government publications.

New Hampshire State Library is a selective depository for United States federal publications and a full depository for New Hampshire government publications. The library maintains archival collections which include microfilm, maps, architectural plans and drawings, rare books, posters, prints and paintings, photographs, ephemera, sculpture, realia, census records, personal papers, family histories and New Hampshire town records. The paintings, realia and sculpture are located largely in buildings in the Capital Complex area, such as the State Library, State House and Legislative Office Building.

The current strength of the collection is political, social, intellectual and cultural New Hampshire history. However, the collection covers all areas of knowledge retrospectively as the result of varying collection development policy goals over the past 200 years. The New Hampshire State Library's online catalog contains titles from 1980 onwards. Older titles are added regularly as part of an ongoing retrospective cataloging project.

Access to the collections

The New Hampshire State Library and its collections are available for use by the general public. The library also participates in state, national and international interlibrary loan agreements to meet the needs of patrons. Access to special collections and archival material is provided in designated areas according to established procedures and guidelines. Residents of New Hampshire may borrow circulating materials. Currently, no material printed more than 100 years ago may circulate, but, with exceptions, the items may be used in the library's reading rooms. The library provides reference, borrowing and other services to state agencies, state employees, all branches of state government, New Hampshire libraries, and the general public.

FOREWORD

The intent of this statement of policy is to clarify the principles and standards of collection development and management at the New Hampshire State Library, and to increase the consistency of the decisions which are constantly made for the selection and purchase of materials. The *Collection Development and Management Policy of the New Hampshire State Library* specifies what types of materials will be acquired to fulfill the library's objectives and goals as stated in the laws of New Hampshire and the mission statement of the state library. The purpose of this policy is:

1. To serve as a planning and working tool for state library staff in the selection of materials;

2. To inform the public about the principles upon which selections are made and gifts are accepted.

It is hoped that this document will help state officials, legislators, librarians in other libraries and interested citizens understand the scope and limitations of the state library's resources.

DECLARATION OF POLICY

The mission of the New Hampshire State Library is to:

1. Promote excellence in libraries and library services to all New Hampshirites;

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.

To carry out its mission, the state library relies on its own collection and the resources of other libraries available through the New Hampshire Automated Information System and other regional and national library networks.

The NHSL collection consists of reference works, monographs, serials and government publications in any format. The state library attempts to collect materials, regardless of format, with a connection to New Hampshire.

The state library adopts and abides by the standards set forth in the American Library Association's *Library Bill of Rights* (Appendix C) and *Code of Ethics of the American Library Association* (Appendix D). The state library adheres to these standards in the development of its collection.

COLLECTION DEVELOPMENT COMMITTEE

The responsibility for selecting materials and maintaining state library collections resides with the Collection Development Committee. Members and the chairperson are chosen by the state librarian from the New Hampshire State Library's professional librarians.

SELECTION CRITERIA

Selection is accomplished by consideration of various review media, announcements of new publications, examination of review copies, user and staff recommendations and study of subject bibliographies according to the following guidelines:

1. Authority and reliability

    A. The author's qualifications and other works
    B. Reliability and reputation of the publisher

2. Treatment

    A. Accuracy
    B. Literary excellence of style and readability
    C. Originality

3. Timeliness

4. Long term historical value

5. Special features

    A. Index
    B. Bibliographies
    C. Charts, maps, diagrams, photographic material

6. Physical qualities

7. Appearance in special bibliographies, indexes or lists

8. Availability in other New Hampshire libraries

9. Cost of material

10. Relevance to New Hampshire

11. Physical condition

It should be emphasized that all guidelines and criteria are not applicable to every item and that they may vary in relative importance. All formats may be considered. Additional criteria may be applied in specific areas.

LEVELS OF DEVELOPMENT

The following terms are used to define the relative degrees of strength of materials in the collection. Except where noted, the collection concentrates on works in the English language.

LEVEL 4 – A collection in which the library endeavors, so far as reasonably possible, to include all works for a defined subject area. This level of collecting intensity is that which maintains a "special collection"; the aim, if not the achievement, is exhaustiveness.

LEVEL 3 – A collection of significant materials which is adequate to support independent study in a specific subject area. This includes a wide range of reference materials, monographs and periodicals.

LEVEL 2 – A wide range of reference materials and a highly selective collection of other materials which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. Other materials include monographs representing the important works in the subject area, historical surveys, important bibliographies and a few major periodicals in the field.

LEVEL 1 – A subject area in which few selections are made beyond basic reference works. Very few monographs and periodicals are acquired.

OVERVIEW OF COLLECTION

The library selects and maintains materials for the library's general collection and special collections in these areas: New Hampshire Materials, Genealogy, Library and Information Science, Materials for Persons with Disabilities, United States Government Documents, and the New Hampshire Children's Collection. These areas are described below.

GENERAL COLLECTION

The general collection is primarily composed of adult nonfiction with emphasis on biography and United States history. Materials in all subject areas may be added at the discretion of the Collection Development Committee in keeping with the Selection Criteria listed on Page 6 of this document.

The reference collection covers a wide range of subjects with up-to-date resources and is not limited to print materials.

The periodical collection supports a particular subject within the general collection. In addition, this collection contains a comprehensive collection or collections of magazines in other than paper format to supplement the collections of school and public libraries.

In addition to acquiring newspapers published in New Hampshire, newspapers of regional and national importance may also be considered for the collection in both paper and non-paper formats.

NEW HAMPSHIRE MATERIALS

Annual Reports of Cities and Towns

Two copies of annual reports of New Hampshire towns, cities and counties are received at the state library as required by Chapter 201-A:18, of *New Hampshire Revised Statutes Annotated*.

Other New Hampshire Materials

New Hampshire materials are assigned a level 2, 3, or 4, as described below, in collection development.

State Agency Publications (Level 4)

The state library attempts to maintain a comprehensive collection of New Hampshire state publications. In accordance with Chapter 202-B:2 of *New Hampshire Revised Statutes Annotated*, each state agency is required to deposit 25 copies of their publications with the state librarian. In accordance with Section 201-A:18 of *New Hampshire Statutes Title XVI* (See Appendix A), three copies of each publication are kept in the state library collection. The other copies are distributed to designated depository libraries in New Hampshire. The state library provides access to materials that are published in electronic format and that are not available in paper format.

The state library collects the following types of materials published by New Hampshire state agencies, commissions, and boards. The Collection Development Committee may make exceptions and exclude certain titles under these categories:

Annual reports
Newsletters
Research reports and studies
Statistical compilations
Employee newsletters
Handbooks, manuals and guides developed for the use of the public
Maps
University System of New Hampshire publications:
- Annual descriptive course catalogs. Exclude summer school programs, etc.
- Commencement programs
- Student arts/literary magazines
- Newsletters with statewide interest
- Sports media guides
- Yearbooks

The state library does not collect the following types of materials published by state agencies, commissions, and boards. The Collection Development Committee may make exceptions and include certain titles under these categories:

Schedules of events
Forms and applications
Flyers and announcements for specific events, such as performances and lectures
Dated materials except to fill in a gap in our collections
Internal agency working procedures
Press releases
Material that is readily available in other sources
Regulatory announcements and public comment notices
Student newspapers

Schedules of classes
General and departmental college recruiting materials, such as posters
Study guides and workbooks
Sports schedules
Research publications funded by grants, private or federal funds without a direct link to New Hampshire history or culture
Medical research or procedural publications that do not have a direct connection to the health and welfare of the people of New Hampshire

Non-Fiction (Level 4)

At least two copies of non-fiction monographs about New Hampshire with one copy non-circulating will be obtained.

Literature (Level 3)

All forms of literature which are about New Hampshire or New Hampshire persons are considered for addition to the collection. New Hampshire literature is broadly defined as fictionalized accounts of New Hampshire events or persons, or literature about life in New Hampshire ("the New Hampshire experience").

New Hampshire Authors (Level 2)

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. Materials by New Hampshire authors and **about New Hampshire** are added if they meet the above criteria for New Hampshire materials. Items by New Hampshire authors that are **not about New Hampshire** are considered for acquisition if they meet the collection development guidelines as set forth elsewhere in this manual.

Some materials by New Hampshire authors do not meet our selection criteria. However, the state library recognizes that many of these authors' works are not collected and/or retained by other libraries in the state. For that reason, the state library maintains a selective and representative collection of works by New Hampshire authors that do not meet the selection guidelines set forth in this manual. This does not mean that the state library automatically acquires an author's individual works or body of work.

GENEALOGY COLLECTION

Genealogy materials for New Hampshire, excluding family histories, are assigned a level 4 in collection development. Family histories are reviewed on a case by case basis, applying the selection criteria outlined on page 2 of this policy. Collection of genealogy materials includes but is not limited to New Hampshire civil records, such as town/county annual reports; published New Hampshire vital records; New Hampshire town/county histories; city/town directories; major genealogical indexes; 'how to' books for all aspects of genealogical research; New Hampshire military records and histories; a selection of local and national genealogical periodicals; passenger and immigration list indexes; and state and national directories. Genealogy materials collection beyond New Hampshire is assigned a Level 2 in collection development.

LIBRARY AND INFORMATION SCIENCE COLLECTION

Library and Information Science (LIS) materials are assigned a level 3 in collection development. The state library maintains a collection of these materials in all formats. LIS materials are those which provide information on the theory, practice and study of library services.

The LIS collection is intended to aid the New Hampshire library community by providing resources related to accepted and best practices in traditional and technological library environments. Material contained in this collection encompasses primary and secondary sources.

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 collection of closed captioned and descriptive videos to meet the needs of persons with hearing and sight limitations.

UNITED STATES GOVERNMENT PUBLICATIONS COLLECTION

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 *Guidelines for the Depository Library System* and the *Minimum Standards for the Depository Library System* as adopted by the Depository Library Council are followed.

Selection by Item Number

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."

Selection Criteria

In general, publications are selected which will aid the state library in meeting the information needs of state and local government, libraries, and the general public. In addition, one or more of the following criteria are used as guidelines in selecting U.S. publications.

1. 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.

2. 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.

3. 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.

4. 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.

5. Space

The amount of shelf space annually used by publications received under an item number is considered.

6. Publications Issued under an Item Number

The number and type of publications received under an item number is considered.

7. Maps

Selection is limited to maps of New Hampshire and in some cases the New England states.

8. Periodicals

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

Written by John McCormick, Theresa Pare, Zelda Moore. Revised by Collection Development Committee August 2007

Non-Depository Government Publications

Publications concerning New Hampshire which are not depository items, or, if a depository item, not received due to the volume of unwanted publications received under the item number, are purchased from the U.S. Government Printing Office (GPO) or acquired from the agency that issues the publication.

Other publications which are not received because the item number is not taken or the publication is not available through the depository program are acquired through the general procedures followed for the acquisition of materials as described in this document.

Duplicate copies of publications received through the depository program are purchased if there is a need for more than one copy.

Discard Policy

Discarding of publications received through the depository program is conducted in accordance with 44 USC 1912 and with the policy outlined by the GPO as stated in *Instructions to Depository Libraries*. All publications with some exceptions must be kept for a minimum of five years.

NEW HAMPSHIRE CHILDREN'S COLLECTION

The New Hampshire State Library maintains a collection of representative works of New Hampshire children's and young adult authors and illustrators as well as works set in New Hampshire and New England. These works include fiction and nonfiction from the eighteenth century to the present.

Literature in all formats is considered for the collection, including pop-up books, audio books, videos, etc. The collection need not contain every work by an author and/or illustrator.

The New Hampshire Children's Collection is intended primarily for reference and study. It seeks to support the state library's mission of serving as a resource center on New Hampshire by bringing together children's materials with a New Hampshire connection.

BOOK BAG

In collaboration with the New Hampshire Humanities Council, the state library maintains a collection of fiction and nonfiction to support reading discussion programs. The titles are selected and funded by the New Hampshire Humanities Council.

FAMILY RESOURCE CONNECTION

The Family Resource Connection (FRC) was established in 1996 as a statewide clearinghouse and free lending library whose mission is to serve the needs of New Hampshire's children by means of providing information, referrals, and other resources to support New Hampshire families, caregivers, educators, and other professionals relating to the care, education and welfare of children – with an emphasis on children with special needs.

Although part of the Special Services Section of the New Hampshire State Library, FRC is funded primarily through a collaborative effort of New Hampshire Departments of Health & Human Services and Education, as well as the New Hampshire State Library.

FRC maintains a specialized collection of items on topics such as parenting, children's health, disabilities, education, child care, child development, home schooling, foster care and adoption.

GIFTS

All potential gifts of items intended for the New Hampshire State Library collection should be brought before the Collection Development Committee (CDC). Gifts must meet the criteria set in the *Collection Development and Management Policy of the New Hampshire State Library* and be approved for addition to the collection by the Collection Development Committee.

No restrictions on the use of gift materials may be made by the donor. Gift items may not be reclaimed once they are donated.

The library will dispose of materials that are not needed in the collection.

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

Potential donors are encouraged to submit a written description of items and retain personal possession of the items to be donated, until a decision has been made by the CDC. If donated items are brought to the state library, potential donors must read and sign the Gift Acknowledgement form in the *Collection Development and Management Policy of the New Hampshire State Library* (copies of the form will be kept at the Reference and Circulation Desks). The donor will be given a copy of the completed form.

If the potential donor leaves a list of items to be donated, staff will forward the donor information and list of items to the chair of the CDC. The chair will add the potential donations to the agenda of the next CDC meeting to be discussed.

If donated items are left by the donor the staff member will remind the donor that he/she has relinquished ownership rights as stated on the Gift Acknowledgement form. When possible, staff members are encouraged to refer potential donors to the Supervisor of Reference, Supervisor of Technical Services, or Administrator of Library Operations prior to accepting donations. Donated items will be forwarded to the chair of the CDC with the completed form.

The chair of the CDC will send a letter of acknowledgement to donors of items added to the state library collection. The chair will maintain a record of items donated to the state library.

MATERIALS SELECTION AND RECONSIDERATION OF LIBRARY MATERIALS

Statement of Policy

The authority and responsibility for the selection of library materials are delegated to the New Hampshire State Library Collection Development Committee and, under their direction, to additional staff members who are qualified for this activity. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the *Collection Development and Management Policy of the New Hampshire State Library*. Suggestions from patrons are welcome and are considered using the same criteria as all other selections.

State library materials are selected in a variety of formats including, but not limited to, print, video, sound recording, and electronic media. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational or educational interests of the community the state library serves. Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, and the advice of competent people in specific subject areas are also used.

The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Materials that are removed from the library collection may or may not be made available for public purchase.

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 subscribes to the provisions in the following statements as policy:

"Freedom to Read Statement," American Library Association, July 26, 2006. http://www.ala.org/ala/oif/statementspols/ftrstatement/freedomreadstatement.cfm (Accessed June 13, 2008) Document ID: 137577

"Freedom to View Statement," American Library Association, May 29, 2007. http://www.ala.org/ala/oif/statementspols/ftvstatement/freedomviewstatement.cfm (Accessed June 13, 2008) Document ID: 388472

"Library Bill of Rights," American Library Association, June 30, 2006. http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.cfm (Accessed June 13, 2008) Document ID: 24930

Requests for reconsideration may be made by any resident of New Hampshire, and will be made in writing and 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 "Materials Selection and Reconsideration of Library Materials" procedures may be obtained in the Reference and Information Services Section.

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 thirty 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.

September 2000
Revised January 2008

MAINTENANCE OF COLLECTION

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 or electronic format when available funding permits.

Deaccessioning Policy

The New Hampshire State Library acquires materials for inclusion in its collection. 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 consistent with one or more of the following conditions:

1. The item duplicates another item in the collection and is not necessary to retain for historical research.
2. The item is inferior to similar examples or similar items in the state library's collection and is not necessary for historical research.
3. The item is in poor condition and/or cannot be given adequate care and maintenance within the resource capacity of the state library.
4. The item no longer meets selection criteria as set forth in the most currently approved *Collection Development and Management Policy of the New Hampshire State Library*

Deaccessioned materials will be disposed of appropriately.

Any proceeds realized from the sale or transfer of deaccessioned materials will be used only for acquisition and conservation of collections. Such funds will not be used for institutional operations, programs, facility maintenance or any other purpose. Funds generated from deaccessioned materials will be held to supplement regularly budgeted funds for conservation and purchases.

PRESERVATION POLICY

Preservation Philosophy

The following documents embody the desired practices of the New Hampshire State Library preservation initiative and serve as guidance in making preservation decisions. Overall, the goal is to enhance the accessibility of the collection while ensuring its ultimate survival.

"AIC Code of Ethics and Guidelines for Practice," American Institute for Conservation of Historic and Artistic Works, August 1994. http://aic.stanford.edu/pubs/ethics.html (Accessed June 17, 2008)

"American Library Association Preservation Policy," American Library Association, 2001. http://www.ala.org/ala/alctscontent/pubsbucket/webpublications/alctspreservation/alapreservationp/alapreservation.cfm (Accessed June 17, 2008)

Preservation Priorities

The mission of the New Hampshire State Library serves as an overall guide for preservation priorities:

> "promote excellence in libraries and library services to all New Hampshirites; 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; meet the informational needs of New Hampshire state, county, and municipal governments and its libraries; and serve as a resource center on New Hampshire"

The 'levels of development' of the *Collection Development and Management Policy of the New Hampshire State Library* serves as a ranking scale for materials in need of preservation. In addition, use patterns and available resources will be consulted in the determination of preservation priorities.

Preservation Care

Recognizing that environment can greatly affect the rate of deterioration of material, the New Hampshire State Library strives to meet professionally acceptable environment standards to preserve material. These standards may include location, security and climate control.

Preservation Treatment

Recognizing that professionally acceptable treatment of material can affect the rate of deterioration of material, the New Hampshire State Library consults appropriate resources on conservation methods and seeks the advice of a professional conservator when deemed necessary. In addition, recognizing that monetary value is an important aspect of an item, attempts will be made to have material appraised during the preservation treatment process.

Use of Library Materials

In keeping with the New Hampshire State Library's preservation philosophy staff and patrons are responsible for any library material they use and are expected to use material carefully. The condition of the materials may limit access to the collection.

BORROWING AND LENDING COLLECTIONS MATERIALS FOR EXHIBITION

Guidelines

The New Hampshire State Library collects and preserves New Hampshire's documentary heritage. The purpose of these guidelines is to facilitate the exhibition of New Hampshire materials held by the state library in or by other organizations. The guidelines provide a basis for the imperatives of security, access and preservation. They are drawn heavily from the American Library Association (ALA) guidelines of the same name written by the Rare Book & Manuscript Section of the Association of College & Research Libraries, a division of ALA. These guidelines are available at http://www.ala.org/ala/acrl/acrlstandards/borrowguide.cfm

Procedures

These procedures are to be followed with loans of State of New Hampshire materials retained by the New Hampshire State Library (approved August 2005 by State Librarian Michael York)

Interested borrowers of special collections materials from the New Hampshire State Library will contact in writing the state librarian. Each loan is subject to the borrower entering into a formal loan agreement indicating the borrower's acceptance of the state library's requirements and otherwise formalizing the obligations of the borrower and the state library. Loan periods may vary according to the physical condition and stability of loaned items and environmental conditions in the exhibition venue. The state library reserves the right to recall a loaned item anytime, within reason, during the agreed loan period. The borrower will acknowledge the New Hampshire State Library in any public reference it makes to any loaned item in a manner specified by the state library. The borrower will supply the state library with a copy of any publicly issued materials referring to any loaned item or its exhibition produced by the borrower, free of charge.

The letter or request will include the following:

1. Name(s) of the materials being requested for loan

2. Facilities report for the proposed exhibition space, including information regarding security arrangements, types of lighting/lumens, temperature/humidity controls.

3. In the event of approval, arrangements for packing/shipping/return of the material(s) to be borrowed will be coordinated with the state curator and/or the New Hampshire State Library Administrator of Library Operations. These costs are the responsibility of the borrower.

4. The borrower is responsible for the costs of a current appraisal of the work(s) to be borrowed.

5. If there is framing/reframing or matting/rematting desired for exhibition, these modifications will be made by the state library's vendor of choice and costs will be the responsibility (ies) of the borrower.

6. A certificate of insurance covering the appraised value and wall-to-wall insurance will be provided to the state curator with a copy to the state librarian. Expenses of this certificate of insurance will be the responsibility of the borrower.

See Appendix B (Title XVI, Libraries, Chapter 201-E, Museum Property Act)

Appendix A

NEW HAMPSHIRE STATUTES
TITLE XVI: LIBRARIES
CHAPTER 201-A: THE STATE LIBRARY

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Section 201-A:26	Powers and Duties of State Librarian.
Section 201-A:27	"Webster" Advisory Board Established.

201-A:1 State Library. – There shall be a state library as provided for in RSA 21-K:5. The state library shall be the official clearinghouse of state government information.

Source. 1943, 90:1, par. 1. RSA 201:1. 1963, 21:1. 1985, 268:7. 1989, 35:9, eff. June 11, 1989. 1997, 202:2, eff. Aug. 17, 1997.

201-A:2 Services of the State Library. – The state library shall provide the following library services and facilities for the benefit of the various branches of state government and for the people of the state.

I. LEGISLATIVE REFERENCE SERVICE. A reference service and collection of materials especially designed to provide such information as will aid the members of the general court to meet their legislative responsibilities.

II. [Repealed.]

III. GENERAL REFERENCE SERVICE. A collection of books and related materials necessary for an adequate reference service to provide for the needs of state and local officials and employees, educators and scholars, and the general public. This collection shall include:

(a) Materials especially relating to the work of the several departments;

(b) Books, manuscripts and other material concerning the state, including all the official publications of the state and its political subdivisions; and

(c) Books and related materials to supplement and reinforce the resources of public libraries and school libraries.

IV. [Repealed.]

V. ADVISORY AND PLANNING ASSISTANCE. Promote and advance library service throughout the state and serve as the coordinator for a statewide system of libraries. It may supply professional advice and information on the management and operation of libraries through conferences, institutes, correspondence and publications and may organize and administer projects to demonstrate efficient and economical methods of improved service. It shall collect information about libraries; study library problems and make the findings known throughout the state.

VI. LIBRARY SERVICES TO PERSONS WITH DISABILITIES AND ADVISORY SERVICE TO STATE INSTITUTIONS.

(a) Provide disabled persons with talking books, large print books, and other federally funded services as provided under P.L. 91-600 as amended.

(b) Provide consultant services to the tax-supported residential-treatment institutions of New Hampshire. Such services shall include, but not be limited to, the following:

(1) To render encouragement, advice and assistance for the establishment and operation of institutional libraries;

(2) To establish guidelines for institutional libraries;

(3) To make grants for developing library media services;

(4) To collect information on the nature, extent and quality of institutional library services and publish statistics on a regular basis;

(5) To promote the need for adequate institutional library service to the community at large;

(6) To promote inter-departmental cooperation and communication between institutional libraries;

(7) To promote cooperation between the public libraries, state agencies and institutional libraries; and

(8) To serve as a channel for informing institutions of federal and other library funding.

Source. GS 7:1. GL 7:1. PS 8:1. 1917, 59:1. PL 10:1. RL 15:1. 1943, 90:1, par. 7. RSA 201:7. 1963, 21:1. 1977, 241:1. 1981, 365:1; 499:6, I; 510:6. 1990, 140:2, III, X. 1994, 7:8, eff. April 5, 1994.

201-A:3 State Library Advisory Council; Membership. – The state library advisory council shall consist of 19 members. Three public members shall be appointed by the governor and council, no more than 2 of whom shall be of the same political party. One member shall be appointed by the state board of education. Six members shall be appointed by the state librarian. Nine members shall be appointed as follows:

I. Five appointed by the New Hampshire Library Association who shall broadly represent public, academic, and special libraries.

II. Two appointed by the New Hampshire Educational Media Association to represent school libraries.

III. One appointed by the New Hampshire Library Trustees Association.

IV. One appointed by the Association of New Hampshire Library Friends.

Source**.** 1866, 4232:1, 2. GS 7:2, 3. GL 7:2, 3. PS 8:2, 3, 4. 1917, 59:1. PL 10:2, 4. RL 15:2, 4. 1943, 90:1, par. 2. RSA 201:2. 1963, 21:1. 1985, 268:8. 1989, 35:10, eff. June 11, 1989.

201-A:4 Tenure. – The terms of office of advisory council members shall be renewable 3-year staggered terms and until successors are appointed and qualified. In case of a vacancy other than by the expiration of the term, the appointment of a successor shall be made by the appointing authority for the balance of the term. No appointive member shall be appointed to serve more than 2 consecutive terms.

Source. 1866, 4232:1, 2. GS 7:2, 3. GL 7:2, 3. PS 8:2, 3. 1917, 59:1. PL 10:3, 6. RL 15:3, 6. 1943, 90:1, par. 3. RSA 201:3. 1963, 21:1. 1983, 305:1. 1985, 268:9. 1989, 35:11, eff. June 11, 1989.

201-A:5 Removal. – Any advisory council member may be removed from office in accordance with the provisions of RSA 4:1.

Source. 1866, 4232:1, 2. GS 7:2, 3. GL 7:2, 3. PS 8:2, 3. 1917, 59:1. PL 10:7. RL 15:7. 1943, 90:1, par. 5. RSA 201:5. 1963, 21:1. 1985, 268:10. 1989, 35:12, eff. June 11, 1989.

201-A:6 Member of State Board of Education. – [Repealed 1989, 35:23, II, eff. June 11, 1989.]

201-A:7 Organization. – The advisory council shall adopt bylaws for its internal organization and operation. The state librarian shall designate a secretary to the advisory council who shall keep an accurate and complete record of all its meetings.

Source. 1866, 4232:1, 2. GS 7:2, 3. GL 7:2, 3. PS 8:2, 3, 4. 1917, 59:1. PL 10:8, 14. RL 15:8, 14. 1943, 90:1, par. 6. RSA 201:6. 1963, 21:1. 1985, 268:12. 1989, 35:13, eff. June 11, 1989.

201-A:8 Compensation. – The members of the advisory council shall serve without compensation but shall be reimbursed for their actual expenses incurred in the performance of their duties.

Source. 1866, 4232:1, 2. GS 7:2, 3. GL 7:2, 3. PS 8:2, 3, 4. 1917, 59:1. PL 10:5. RL 15:5. 1943, 90:1, par. 4. RSA 201:4. 1963, 21:1. 1985, 268:12. 1989, 35:14, eff. June 11, 1989.

201-A:8-a Meetings of Advisory Council. – The state library advisory council shall meet at least quarterly and at such other times as it deems necessary, in order to advise the state librarian and the commissioner of the department of cultural resources on matters pertaining to the state library or other library issues.

Source. 1985, 268:13. 1989, 35:15. 1990, 73:1, eff. June 5, 1990. 1998, 363:3, eff. Aug. 25, 1998.

201-A:8-b Nomination of State Librarian. – The advisory council shall make recommendations to the commissioner for the position of state librarian. The commissioner shall nominate the state librarian for appointment by the governor and council under RSA 21-K:3, II.

Source. 1989, 35:16, eff. June 11, 1989.

201-A:9 Powers and Duties of State Librarian. – The state librarian, also known as the director of libraries, shall, in addition to the other powers, duties and responsibilities provided by law:

I. Preserve a sufficient number of copies of all official reports, documents, and records including those enumerated in RSA 20 and in RSA 505 to be deposited in the state library.

II. Collect and analyze statistics and undertake research pertaining to libraries and make the resultant findings available to all public, school and institutional libraries within the state.

III. Publish and submit to the commissioner a biennial report of its activities and of the status and needs of the library as reported by the state librarian, including recommendations for improving library service.

IV. Issue a publication at least 4 times a year which shall contain general and specific information to improve library management. It shall be distributed under the direction of the state librarian.

V. Purchase books and related materials for the state library, subject to RSA 21-I:18, VI.

VI. Operate a cataloging service for the benefit of the statewide development system.

Source. 1846, 343:2. 1862, 2588:1. 1866, 4232:4. GS 7:5. GL 7:5. PS 8:11. 1917, 59:1. PL 10:11, 23. RL 15:10, 22. 1943, 90:1, pars. 9, 13, 18. RSA 201:10, 15, 20. 1963, 21:1. 1985, 268:14. 1989, 35:17, eff. June 11, 1989.

201-A:10 State Librarian; Authority. – In addition to the duties imposed by law, the state librarian may, subject to the approval of the commissioner:

I. Receive and accept at any time such sums of money as may be donated for the purpose of purchasing books or other supplies or facilities for the state library; and money so received shall be converted into a continuous fund or funds which shall not lapse; to be held by the state treasurer from which payments shall be made in accordance with the stipulations of the donor, upon warrant of the governor and council for such purposes as are approved by the commissioner;

II. Dispose by sale, exchange, or otherwise of all or any part of the surplus state publications deposited with the state library after 24 months;

III. Act as custodian for the state of collections of books, pamphlets, maps, manuscripts and other materials, upon such terms as seem proper;

IV. [Repealed.]

V. Enter, with the approval of the governor and council, into any agreement or compact with any other state or states, with the United States, and with library trustees and other agencies, public and private, for the purpose of developing, improving or operating library facilities and services on the basis of mutual advantages and thereby providing more efficient or economical library service;

VI. Issue booklets, bulletins, and other publications as will benefit the libraries of the state and increase the efficiency of the state library;

VII. Award scholarships to qualified persons to attend a graduate library school accredited by the American Library Association;

VIII. Establish, equip, and maintain branch offices when the library needs of the state will be better served;

IX. [Repealed.]

X. Conduct and arrange for training programs for library personnel.

Source. 1895, 24:6. 1909, 39:1. 1917, 59:1. PL 10:19, 20, 21. RL 15:18, 19, 20. 1943, 90:1, pars. 11, 14. 1947, 26:1. RSA 201:13, 16, 22. 1957, 23:1. 1963, 21:1. 1981, 499:6, II, III. 1985, 268:15, 16. 1988, 47:2. 1989, 35:18, eff. June 11, 1989.

201-A:11 State Aid to Libraries or Groups of Libraries. – [Repealed 1981, 499:6, IV, eff. Aug. 28, 1981.]

201-A:12 Federal Grants. – [Repealed 1985, 268:43, II.]

201-A:13 Acceptance of Funds. – The advisory council may receive and accept any money granted by the federal government equalizing or strengthening a state-wide system of library service in New Hampshire. Any gift or grant from the federal government shall be deposited in the state treasury and credited to a special fund which shall be continuous and shall not lapse. All moneys so deposited shall be paid out by the treasurer on a warrant of the governor and council for services approved by the advisory council which will improve and equalize library service in this state.

Source. 1947, 26:1. RSA 201:22. 1963, 21:1. 1985, 268:17. 1989, 35:19, eff. June 11, 1989.

201-A:14, 201-A:15 Repealed. – [Repealed 1985, 268:43, II.]

201-A:16 Assistant State Librarian. – [Repealed 1989, 35:23, III, eff. June 11, 1989.]

201-A:17 Powers and Duties. – [Repealed 1985, 268:43, II, eff. Jan. 1, 1986.]

201-A:18 Deposit of Official Reports and Publications. –

I. Within 30 days after publication:

(a) The head of every state department and institution, every legislative commission and any commission operating under executive authority shall deliver to the state library 3 copies of all reports and all other publications issued under the authority of the state department or institution,

(b) The head of each state-supported institution of learning, including the University of New Hampshire, shall deliver 2 copies of all reports and all other publications issued under the authority of the

state department or institution,

(c) The county commissioners of each county shall forward to the state library 2 copies of the report of the county for the previous fiscal year,

(d) The clerk in each town and city shall forward to the state library 2 copies each, and to the library of the University of New Hampshire one copy each, of the city or town report for the previous fiscal year.

II. [Repealed.]

Source. 1891, 7:13. 1895, 3:3. 1907, 41:2. 1917, 59:1. PL 10:20, 21, 24, 25, 26. RL 15:19, 20, 23, 24, 25. 1943, 90:1, pars. 14, 15, 21, 22. RSA 201:16, 17, 24, 25. 1963, 21:1. 1973, 153:1. 1977, 337:2. 1981, 510:7, eff. Aug. 28, 1981.

201-A:19 Disposition of Fees, Fines and Exchange of Property. –

I. Any funds accruing to the state library from the sale or exchange of books, pamphlets, maps, manuscripts and other related material, or from fees and fines from lost or damaged property, shall be paid into the state treasury and held in a continuous fund for the purchase of books and related materials for the state library.

II. Any funds accruing to the state library from the sale of data base services, barcodes, cataloging records, magnetic tapes, laser discs, video tapes, or related and similar materials shall be paid into the state treasury and held in a continuous fund for the support of the New Hampshire automated information system.

Source. 1943, 90:1, par. 12. RSA 201:14. 1963, 21:1. 1985, 131:1, eff. July 19, 1985.

201-A:20 Building and Facilities. – The state library shall control all space in the state library building. The department of administrative services shall maintain the state library building and grounds in suitable repair and condition for use by the state library.

Source. 1893, 11:1. 1895, 31:1. 1917, 59:1. PL 10:29, 48. 1939, 184:3. RL 15:28, 48. 1943, 90:1, par. 17. 1950, 5, part 6:1, par. 17. RSA 201:19, 27. 1963, 21:1. 1973, 214:3. 1985, 268:19.

New Hampshire Automated Information System

201-A:21 Definitions. – As used in this subdivision:

I. ""Board" means the New Hampshire automated information systems board established under RSA 201-A:24.

I-a. ""Official locator service" means the system or method by which state government information is disseminated to the public via a telecommunications network or successor technology. This locator service shall identify, locate, and describe publicly available state government information resources, including electronic information resources.

II. ""Regional system" means an information network serving one or more communities as established under RSA 201-A:22, II.

III. ""Section" means the network services section established as part of the state library under RSA 201-A:22, I.

IV. ""System" means the New Hampshire automated information system established under RSA 201-A:22.

Source. 1983, 271:1; 1992, 51:4. 1995, 33:1, eff. April 24, 1995. 1997, 202:3, eff. Aug. 17, 1997.

201-A:22 New Hampshire Automated Information System. –

I. There shall be a section as part of the state library operated by the division of libraries in the department of cultural resources. The network services section shall oversee the functioning and maintenance of the system.

II. The system shall consist of an integrated automated data processing and information retrieval system, regional systems, and an integrated statewide information network. The information network

shall include public, academic, school, and special libraries, organizations, and government departments, agencies, and their subdivisions. The system shall include the following elements and operations as rapidly as funds and circumstances permit:

(a) General and governmental reference and research capabilities.

(b) Unique indexing and retrieval capabilities for New Hampshire state documents.

(c) A union catalog of statewide library holdings.

(d) A directory of information concerning state agencies and their services.

(e) Cataloging, electronic mail, and electronic interlibrary functions for the libraries included in the information network.

(f) Any other operation considered desirable, necessary or feasible.

Source. 1983, 271:1. 1985, 268:20. 1990, 73:1. 1992, 51:5. 1995, 33:2, 3, eff. April 24, 1995. 1998, 363:3, eff. Aug. 25, 1998.

201-A:23 Purpose of New Hampshire Automated Information System. – The purposes of the system shall be to:

I. Allow New Hampshire library management to assume additional responsibility for the availability, accuracy and validity of data accumulated and processed locally.

II. Allow New Hampshire libraries to utilize distributed data processing solutions which satisfy end-user needs within the policies and procedures which are developed by the commissioner of cultural resources.

III. Provide electronic access to state government information to libraries, state agencies, and the general public.

Source. 1983, 271:1. 1985, 268:21. 1990, 73:1. 1992, 51:6, eff. June 12, 1992. 1997, 202:4, eff. Aug. 17, 1997. 1998, 363:3, eff. Aug. 25, 1998.

201-A:24 New Hampshire Automated Information Systems Board; Membership and Organization. –

I. There is hereby established the New Hampshire automated information systems board. The board shall consist of the commissioner of cultural resources, who shall be an ex officio and nonvoting member, the state librarian, one representative appointed by the speaker of the house, one senator appointed by the president of the senate, a representative of each board-approved regional system appointed by and empowered to speak for the regional system, one representative of the New Hampshire state library advisory council appointed by the chair of the council, one citizen appointed by the governor, one representative of the New Hampshire College and University Council appointed by the council, one representative from each library forum as provided for in RSA 201-D:7 appointed by and empowered to speak for the library forum, the commissioner of education or designee, the commissioner of postsecondary technical education or designee, a representative of the New Hampshire Library Association appointed by the association, a representative of the New Hampshire Educational Media Association appointed by the association, and a representative of the New Hampshire Library Trustees Association appointed by the association. Legislative appointments shall terminate on January 1 of each odd numbered year. All other appointments made under this section shall be for one renewable 3-year term. The board shall advise the state librarian and the commissioner on statewide policies, coordinate activities of the regional systems, and engage in long-range planning.

II. The board shall adopt bylaws for its internal organization and operation.

Source. 1983, 271:1. 1985, 268:22. 1987, 224:1. 1989, 35:20. 1992, 51:7. 1995, 33:4, eff. April 24, 1995. 1998, 363:3, eff. Aug. 25, 1998.

201-A:24-a Meetings of Board. – The board shall meet at least quarterly, and at such other times as the state librarian deems necessary.

Source. 1985, 268:23. 1989, 35:21, eff. June 11, 1989.

201-A:25 Powers and Duties of State Librarian. – The state librarian, in addition to any other powers and duties which are delegated to the state librarian, and in order to further the purposes of this subdivision, shall have the following powers and duties:

I. To establish specific objectives and definitive policies designed to guide the development of electronic data processing systems, procedures, and techniques for a statewide information network under RSA 201-A:23 involving libraries and state agencies.

II. To adopt rules, pursuant to RSA 541-A, relative to the functioning and maintenance of the system and the definition and accreditation of each regional system established under RSA 201-A:22.

III. To develop policies and plans which fully recognize the interrelationships and impact of state activities on local governments and on agencies of the federal government, and which represent the best interests of all New Hampshire's citizens.

IV. To develop policies and plans which will enhance the use of electronic data processing for resources management of books, documents, and other materials within state government and among all New Hampshire libraries which encompass both short-term and long-range needs, and which shall be continually updated.

V. To ensure that the policies and goals stated in paragraphs I, II and III provide for the:

(a) Optimum utilization of electronic information processing equipment.

(b) Adherence to standards ensuring appropriate compatibility of systems and interchange of data and information.

(c) Proper management controls to ensure the most efficient, effective, and economical use of the state's information resources and electronic data processing.

VI. To encourage distributed data processing so that a portion of the computing capability and data of the system is located as close to the user as is practical, while at the same time retaining the ability to consolidate and share this information with other state agencies through data communications network facilities.

VII. To ensure that goals such as the collection of data, minimum duplication of records, and maximum availability of information at lowest overall cost will not jeopardize or compromise the confidentiality of information as provided by statute or the protection of the right of individual privacy as established by law.

VIII. To take advantage of, apply for, and receive any and all assistance, information, research, investigations, surveys, grants, appropriations, or allocations of funds, state or federal, made available for the center or any related or allocated purposes from any source.

IX. Execute any agreements which may be required under this section, subject to the provisions of RSA 4:15.

X. Cooperate or undertake joint activities or programs with any organization or government, including their agencies or subdivisions, pertaining to the purposes of this subdivision.

XI. Prepare and submit plans, reports, applications, and specifications to appropriate agencies or bodies.

XII. Employ and fix the compensation and duties of any personnel, required by the provisions of this subdivision.

XIII. Administer and direct any programs, plans, or projects connected with any of the provisions of this subdivision.

Source. 1983, 271:1. 1985, 268:24. 1989, 35:22. 1990, 73:1. 1992, 51:8. 1995, 33:5, eff. April 24, 1995.

201-A:26 Powers and Duties of State Librarian. – [Repealed 1992, 51:9, eff. June 12, 1992.]

Section 201-A:27

201-A:27 ""Webster" Advisory Board Established. –

I. There is hereby established a board to advise the state librarian and chief information officer and to study the future direction of ""Webster," the state of New Hampshire's automated information system Internet site.

II. The members of the board shall be as follows:

(a) One house member, appointed by the speaker of the house.
(b) One senator, appointed by the senate president.
(c) One member representing the judicial branch, appointed by the chief justice of the supreme court.
(d) The state librarian, or designee.
(e) The chief information officer, or designee.
(f) The state archivist, or designee.
(g) One member representing the governor's office, appointed by the governor.
(h) One public member, appointed by the governor, who shall be an end user of the information available on Webster.
(i) One representative of municipal government, recommended by the New Hampshire Municipal Association and appointed by the governor.

III. The terms of the members appointed pursuant to subparagraphs II (c), (g), (h), and (i) shall be 3 years; the terms of all other members shall be coterminous with their terms in office. In the event of a vacancy, a new member shall be appointed for the unexpired term in the same manner as the original appointment.

IV. Members of the board shall serve without compensation. Members of the legislature shall receive mileage at the legislative rate when attending to the duties of the commission.

V. The board shall advise the state librarian and the chief information officer on matters under their jurisdiction. The state librarian shall be responsible for matters pertaining to public access to state government information and resources and the coordination of Internet information content activities on an interagency basis. The chief information officer shall be responsible for the functioning and maintenance of the state Internet site, including the purchase and use of equipment and establishing standards for electronic publications and other electronic information dissemination issues. Notwithstanding any other provision of this section, the legislature shall oversee the content, functioning, and maintenance of all legislative websites and the judicial branch shall oversee the content, functioning, and maintenance of all judicial branch websites.

VI. The members of the board shall elect a chairperson from among the members. The first meeting of the board shall be called by the first-named house member and shall be held within 45 days of the effective date of this section. The board shall meet quarterly or as needed and shall make an annual report on or before November 1 of each year which shall be submitted to the speaker of the house of representatives, the president of the senate, the governor, and the state librarian.

Source. 1999, 238:1, eff. Sept. 7, 1999. 2003, 223:21, eff. July 1, 2003.

Appendix B

TITLE XVI
LIBRARIES
CHAPTER 201-E
MUSEUM PROPERTY ACT

Section 201-E:1

201-E:1 Title. – This chapter may be cited as the "Museum Property Act".
Source. 1989, 87:2, eff. June 30, 1989.

Section 201-E:2

201-E:2 Definitions. – In this chapter:

I. "Loan" means a deposit of property not accompanied by a transfer of title to the property.

II. "Museum" means an institution located in New Hampshire operated by a nonprofit corporation or a public agency, primarily for educational, scientific, historic preservation, or aesthetic purposes, which owns, cares for, exhibits, studies, archives, or catalogs property. "Museum" includes, but is not limited to, historical societies, historic sites or landmarks, parks, monuments, and libraries.

III. "Property" means a tangible object, animate or inanimate, under a museum's care which has intrinsic historic, artistic, scientific, or cultural value.
Source. 1989, 87:2, eff. June 30, 1989.

Section 201-E:3

201-E:3 Property Held Without a Loan Agreement. – Any property held by a museum within the state, other than by terms of a loan agreement, that has been held for 5 years or more and has remained unclaimed shall be deemed to be abandoned. Such property shall become the property of the museum, if the museum has given notice pursuant to RSA 201-E:5 and no assertion of title has been filed for the property within 90 days from the date of the second published notice.
Source. 1989, 87:2, eff. June 30, 1989.

Section 201-E:4

201-E:4 Property Held Subject to a Loan Agreement. –

I. Property subject to a loan agreement which is on loan to a museum shall be deemed to be donated to the museum if no claim is made or action filed to recover the property after termination or expiration of the loan and if the museum has given notice under RSA 201-E:5 and no assertion of title has been filed within 90 days from the date of the second published notice.

II. A museum may terminate a loan of property if the property was loaned to the museum for an indefinite term and the property has been held by the museum for 5 years or more. Property on "permanent loan" shall be considered loaned for an indefinite term.

III. If property was loaned to the museum for a specified term, the museum may give notice of termination of the loan at any time after expiration of the specified term.

IV. It is the responsibility of the owner of property on loan to a museum to notify the museum promptly in writing of any change of address or change in ownership of the property.

V. When a museum accepts a loan of property, the museum shall inform the owner in writing of the provisions of this chapter.
Source. 1989, 87:2, eff. June 30, 1989.

Section 201-E:5

201-E:5 Notice Requirements. –

I. When a museum is required to give notice of abandonment of property or of termination of a loan, the museum shall mail such notice by certified mail, return receipt requested, to the last known owner at the most recent address of such owner as shown on the museum's records. If the museum has no address on record, or the museum does not receive written proof of receipt of the mailed notice within 30 days of the date the notice was mailed, the museum shall publish notice, at least once each week for 2 consecutive

weeks, in a newspaper of general circulation in both the county in which the museum is located and the county in which the last known address, if available, of the owner is located.

II. The published notice shall contain:

(a) A description of the unclaimed property;

(b) The name and last known address of the owner;

(c) A request that all persons who may have any knowledge of the whereabouts of the owner provide written notice to the museum; and

(d) A statement that if written assertion of title is not presented by the owner to the museum within 90 days from the date of the second published notice, the property shall be considered abandoned or donated and shall become the property of the museum.

III. For purposes of this chapter, if the loan of property was made to a branch of a museum, the museum shall be considered to be located in the county in which the branch is located. Otherwise the museum is located in the county in which it has its principal place of business.

Source. 1989, 87:2, eff. June 30, 1989.

Section 201-E:6

201-E:6 Property Vested In Museum. –

I. If no written assertion of title has been presented by the owner to the museum within 90 days from the date of the second published notice, title to the property shall vest in the museum, free of all claims of the owner and of all persons claiming under the owner.

II. One who purchases or otherwise acquires property from a museum acquires good title to the property if the museum has acquired title to the property under this chapter.

Source. 1989, 87:2, eff. June 30, 1989.

Section 201-E:7

201-E:7 Rulemaking. – The commissioner of the department of cultural resources shall adopt rules under RSA 541-A relative to:

I. The form of written notification to persons loaning property under RSA 201-E:4, V.

II. Procedures for recordkeeping.

Source. 1989, 87:2. 1990, 73:1, eff. June 5, 1990. 1998, 363:3, eff. Aug. 25, 1998.

Appendix C

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.
http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm

Appendix D

CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

IV. We recognize and respect intellectual property rights.

V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted by the ALA Council
June 28, 1995
http://www.ala.org/ala/oif/statementspols/codeofethics/codeethics.htm

Appendix E

Selection of U.S. Government Publications by Agency

In order to further define the strengths of the state library's collection of U.S. Government publications, the "Selection Criteria" (See page 6 above) have been applied to the item numbers containing the publications issued by each federal agency. The following terms are used to indicate the percentage of item numbers selected from each federal agency.

Majority – More than 66% of the item numbers containing publications of the agency are selected.

Selective – Between 33% and 66% of the item numbers containing publications of the agency are selected.

Highly Selective—Less than 33% of the item numbers containing publications of the agency are selected.

In some instances, there will be exceptions in which the state library chooses to receive more item numbers from a subdivision of an agency than from the rest of the subdivisions of that agency. In such cases, the subdivision is split out from the agency.

SuDoc Prefix	Agency	
A	Agriculture Department	Highly Selective
AE	National Archives and Records Administration	Selective
AE 2.	Federal Register Office	Majority
C	Commerce Department	Selective
C 3.	Census Bureau	Majority
C 21	Patent and Trademark Office	Highly Selective
CC	Federal Communications Commission	Majority
CR	Civil Rights Commission	Majority
D	Defense Department	Highly Selective
E	Energy Department	Highly Selective
E.3	Energy Information Administration	Selective
ED	Education Department	Selective
ED 1.100	National Center for Educational Statistics	Majority
EP	Environmental Protection Agency	Highly Selective
FA	Fine Arts Commission	Majority

FCA	Farm Credit Administration	Highly Selective
FEM	Federal Emergency Management Association	Highly Selective
FHF	Federal Housing Financing Board	Highly Selective
FM	Federal Mediation and Conciliation Services	Selective
FMC	Federal Maritime Commission	Highly Selective
FT	Federal Trade Commission	Majority
FTZ	Foreign Trade Zones Board	Majority
GA	General Accountability Office	Selective
GP	Government Printing Office	Majority
GS	General Services Administration	Highly Selective
HE	Health and Human Services Department	Selective
HE 20.6200	National Center for Health Statistics	Selective
HH	Housing and Urban Development Department	Highly Selective
HS	Homeland Security	Highly Selective
I	Interior Department	Highly Selective
IC	Interstate Commerce Commission	Highly Selective
ITC	International Trade Commission	Highly Selective
J	Justice Department	Selective
JU	Judiciary	Majority
L	Labor Department	Selective
LC	Library of Congress	Majority
LR	National Labor Relations Board	Majority
MS	Merit Systems Protection Board	Selective
NAS	National Aeronautics and Space Administration	Highly Selective
NC	National Capital Planning Commission	Highly Selective
NCU	National Credit Union Administration	Highly Selective
NF	National Foundation on the Arts and the Humanities	Majority

NMB	National Mediation Board	Selective
NS	National Science Foundation	Highly Selective
OP	Overseas Private Investment Corporation	Highly Selective
P	United States Postal Service	Highly Selective
PE	Peace Corps	Selective
PM	Personnel Management Office	Highly Selective
PR	President of the United States	Majority
PREX	Executive Office of the President	Selective
RR	Railroad Retirement Board	Selective
S	State Department	Selective
SBA	Small Business Administration	Selective
SE	Securities and Exchange Commission	Selective
SI	Smithsonian Institution	Selective
SSA	Social Security Administration	Majority
T	Treasury Department	Selective
T22.	Internal Revenue Service	Majority
TD	Transportation Department	Highly Selective
VA	Veterans Affairs Department	Selective
X,Y	Congress with following exceptions	Majority
Y.3.N88:	Nuclear Regulatory Commission	Highly Selective
Y.3.T25:	Tennessee Valley Authority	Highly Selective

From: *List of Classes of United States Government Publications Available for Selection by Depository Libraries.* http://www.access.gpo.gov/su_docs/fdlp/pubs/loc/index.html

Appendix F

DIVISIONS OF DEWEY

The Levels of Development for the general collection have been applied to the Dewey Decimal classification to indicate the relative degree of strength in each subject area.

000-009	Generalities	Level 1
004-006	Computers	Level 1
010-019	Bibliography	Level 1
020-029	Library and Information Sciences	Level 3
030-039	General and Encyclopedic Works	Level 1
050-059	General Serial Publications	Level 2
060-069	General Organizations and Museology	Level 1
070-079	Journalism, Publishing, Newspapers	Level 1
080-089	General Collections	Level 1
090-099	Manuscripts and Book Rarities	Level 1
100-199	Philosophy and Related Disciplines	Level 1
200-299	Religion	Level 1
300-309	Social Sciences	Level 1
310-319	Statistics	Level 1
317	General Statistics of North America	Level 2
320-329	Political Science	Level 1
330-339	Economics	Level 1
340-349	Law	Level 2
350-354	Public Administration	Level 1
355-359	Military Science	Level 1
360-369	Social Problems and Services	Level 1
370-379	Education	Level 1
380-389	Commerce (Trade)	Level 1
390-399	Custom, Etiquette, Folklore	Level 1
400-499	Language	Level 1
500-599	Natural Sciences and Mathematics	Level 1
600-699	Technology (Applied Sciences)	Level 1
700-799	Arts	Level 1
800-899	Literature	Level 1
900-999	General Geography and History	Level 1
	The collection level shall be at Level 3 for New England materials in this subject area.	
920	General Biography	Level 2
929	Genealogy, Names, Insignia	Level 2
973-979	General History of the United States	Level 2

Appendix G

NEW HAMPSHIRE STATE LIBRARY
DEED OF GIFT

Name: _____ Date :_____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

I affirm that the New Hampshire State Library owns the property described below and, to the best of my knowledge, has good and complete rights, title, and interest to give. I do hereby irrevocably and unconditionally give, transfer, and assign to the recipient of this gift 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 H

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 I

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 thirty days.

This form should be completed and returned to:

Chair, Collection Development Committee
New Hampshire State Library
20 Park Street
Concord NY 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.

_____

_____

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

_____

_____

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

_____

_____

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

_____

_____

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: _____

September 2000
Revised January 2008