



Collection Development Policies

Purpose of Collection Development Policy

The collection development 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. It directly relates the collection to the Library's mission statement, and defines the scope and standards of the various collections.

As the community changes, Nashville Public Library (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. The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

Scope of the Collection

The primary responsibility of Nashville Public Library is to serve the citizens of Davidson County by providing a broad choice of materials to meet their informational, educational, cultural and recreational needs. Materials 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 the Library 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. All outlets of the Nashville Public Library system are designed to provide access on an equal basis to the collections of both the Nashville Public Library and the Metro Nashville Public School system. Emphasis is placed on shared access and ease of use through the online catalog and the [Limitless Libraries](#) program of school delivery.

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. 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 citizens and employees. As an urban library, the Main Library places major emphasis on the provision of information. It offers a strong reference collection that supports an extensive and in-depth reference service. A broad choice of circulating print and non-print materials is selected to accommodate the diversity of tastes, reading levels, languages and interests of users of all ages. The Main Library aims at providing a comprehensive collection of materials relating to the Civil Rights Movement, Nashville history, Genealogy, and local author collections. The Main Library also builds upon existing strengths in the arts. Scholarly and highly technical or specialized materials are not acquired, but are made available through other libraries with strong collections, through our Interlibrary Loan department.

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. While each branch serves basic reference needs of its neighborhood with a core of reference materials, it does not duplicate the in-depth sources or special collections of the Main and other area libraries. Branch collections are designed to serve the current, high interest needs of library patrons.

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. All staff members and the general public are encouraged to recommend materials for consideration.

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Contribution to the diversity and scope of the collection
- Contemporary significance
- Relevance to the needs and interests of the public
- Popular appeal
- Physical format
- Quality of production
- Receipt or nomination for awards
- Reputation or significance of one of the creators of the work

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- Available space
 - Published evaluations or reviews
 - Impact on materials expenditure plan
 - Accessibility of material
 - Accuracy and timeliness
 - Relevance of format and content to the intended audience
 - Effectiveness and suitability of format in communicating the content

It is the responsibility of NPL staff, acting under the authority and direction of the Library Director, to select and discard library materials. These decisions are made within the limitations of available space and funding, and within the scope of a written collection development plan. Materials 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.

Suggestions for Purchase

Nashville Public Library strongly encourages input from the Nashville community concerning the collection. A suggestion for purchase procedure enables Nashville citizens to request that a particular item or subject be purchased by NPL. All suggestions for purchase are subject to the same selection criteria as other materials 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](#).

Requests for Reconsideration

Persons from the Nashville community wishing to recommend the removal or reclassification of a particular item in the NPL collection may submit a Request for Reconsideration of Library Materials form. The request will be reviewed by the Library Director and staff, bearing in mind the Library's mission statement and the selection criteria of this collection development policy. After evaluating journal reviews and other materials submitted by the patron and the staff, the Library Director, or the Collection Development Manager as his designee, will respond within 30 days of receiving the formal request.

Independently Published Material

Nashville Public Library is often asked to include items in our libraries that are written and/or published independently. This can include materials that are self-published/produced or items published through a vanity press company. NPL looks for material with regional connections and collection relevance that will appeal to a wide audience. The best way to bring an item to the Library's attention is through reviews. Review sources that specialize in independently published material include the following:

- Foreword
- Small Press Review
- Independent Publisher

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 Nashville Public Library.

Information regarding the material should be sent to the NPL's Collection Development 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](#).

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, obsolete mediums. These include discontinuation of ordering new or replacement copies, redistribution, and removal of existing collection 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.

Gifts and Donations

NPL welcomes gifts of books and other materials. The Library 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 the Library's collections. Materials may also be used to help the Friends of the Library hold successful book sales. Funds raised at these sales support the Children's Summer Reading Program and other valuable library programs. Donated material that will be sold at Friends' book sales is not covered under this policy. Friends' donation instructions are located on the NPL's website under [Friends of the Library](#).

Nashville Public Library 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.

What will be considered for addition to the collection:

- Material in like-new condition
- Books
- Music CDs
- DVDs
- MP3 audiobooks
- Audiobooks on CD (unabridged only)

What is not accepted for the collection:

- Material in poor condition (has stains, water damage, smell, writing, etc.)
- Formats not currently being collected by the Library, such as VHS, audio cassettes, LPs, etc.
- Textbooks (except current Metro school textbooks)
- Magazines & Newspapers as well as magazine gift subscription

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 materials for discarding 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

Materials that no longer meet the stated objectives of the Library will be withdrawn from the system. NPL reserves the right to determine how materials are removed.

Duplication of Material

Multiple copies of materials are purchased in response to user demand as evidenced by number of reserves, anticipated popularity, repeated requests and monitoring of the collection. For popular 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.

MAIN 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 includes over 700 titles from his personal and professional book collection, as well as sketches and ephemera.

Annex Collections

The Annex of Nashville Public Library, housed near the delivery area of the Main Library, is an active, constantly maintained print and audio-visual collection with several functions. These include, but are not limited to, the following:

- High demand fiction and nonfiction titles from which holds are pulled first in order to quickly deliver material to customers and lessen their wait time for material.
- Preservation of certain historical and award-winning collections not in general circulation.

Bookclub-In-A-Bag Collection

To assist and promote book clubs, Nashville Public Library 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, an author biography, tips for starting a successful book club and circulation rules for using the kit. They are packaged in a canvas tote bag for easy conveyance.

The book bags contain titles of interest to children, young adults and adults and are available in several genres:

Southern fiction, Sci-Fi, Romance, African American fiction, Mysteries, Contemporary Christian fiction - a little something for everyone.

The bags are not renewable but have an extended loan period of six weeks to allow time for groups to distribute, read, discuss and return the books.

Children's Historical Collection

The Children's Historical Collection are items of historical or local significance to children's literature, including first editions and award winning books, that are determined to be unique and/or out of print. These items are housed in the Annex and are non-circulating but can be requested at the Children's Reference Desk and used in the library.

C.I.E.C. Collection

The Children's International Education Collection is a circulating collection of books that is housed in the Children's Department of the Main Library and consists of items that reflect the culture, customs, and beliefs of the country from which they came. Items are added to the collection based on their cultural relevance to the country they represent, with particular emphasis placed on items published in the native language(s) of the county or bilingual material. The circulation procedures for these items are the same as other circulating materials.

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 materials chosen that correspond to curriculum. Each Kit may include a mix of print books, videos, audiobook CDs, preloaded MP3 audiobooks, flashcards, maps or laminated sheets. The Kits are not renewable but have an extended loan period of four weeks. They are searchable through the online catalog and may be placed on hold.

Foundation Center Collection

In partnership with the Foundation Center, the Main Library makes available *The Foundation Directory Online* and *Foundation Grants to Individuals Online*. These resources, as well as others available through the Foundation Center Collection, provide directories and profiles of organizations which provide grants as well as information on grant seeking and grant writing.

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

Government Documents

The Library system provides a variety of items published by Federal, state and local governmental agencies. The Main Library is a selective depository of the United States Government publications, and is subject to the regulations governing Federal depository libraries. NPL receives approximately 20% of the documents published by the Federal government. Predominantly in electronic format, the collection includes census data, military history, NASA history, Congressional bills, *United States Code*, *Code of Federal Regulations*, National Park and historic site information, and *Foreign Relations of the United States*.

Historical Audio-Visual Collection ([see attached Audio-Visual Division Collection and Conservation Policy for a detailed description](#))

Library Services for the Deaf and Hard of Hearing

This lending library of books, media programs, and assistive communication devices is one of the largest in a public

library in the country, with over 12,750 items in the collection. It includes materials to educate the hearing public about hearing loss and deafness as well as accessible informational and entertaining materials for people who are deaf or hard of hearing. Materials about deaf-blindness are also available.

Library Studies Collection

The Library Studies Collection at the Main Library houses circulating materials to support study for staff, educators and students. The collection includes resources on all aspects of library and information science, including but not limited to: collection development, management and supervision, database management, branch management, school library studies, curriculum content, marketing, programming, outreach and fundraising.

S.C.O.R.E – Small Business Collection

This reference collection supports the counseling provided by local retired executives through S.C.O.R.E. (Service Corps of Retired Executives) and contains sample business plans and other resources for starting up a small business.

Special Collections Division

As the information center for the Nashville community, the library places a high priority on acquiring comprehensive information and resources about Nashville, past and present. The library collects reference and circulating materials 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 the most comprehensive available in Davidson County, and is supported by research and historical materials. The library 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, and selected ephemera of local significance. Non-print materials include films, videos, sound recordings, slides, art works, and posters.

Collections include: [Digital Collection](#), [Book Collections](#), [Ephemera](#), [Image Collections](#), [Maps](#), [Microforms](#), [Nashville Banner Archives](#), [Oral History](#), [Civil Rights Collection](#), [Veterans History Project](#), [Periodicals and Journals](#), [Portraits, Records and Manuscript Collections](#), and Biographical Files.

The Nashville Public Library does not actively seek manuscripts, collections of papers, memorabilia, or three-dimensional materials, although it does selectively accept gifts of this nature, particularly when the material relates to the City of Nashville, its official functions and its sister cities.

Special Book collections include:

Banner-Stahlman Collection

This book collection is from the Nashville Banner newspaper and also includes selected titles from the 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 North Carolina, South Carolina, Virginia, and Great Britain.

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.

Robin and Bill King 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. Books in this collection have the location Main, Nashville Room and NCR after the call number.

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 made up of titles authored by residents and includes a number of different topics. Circulating copies of these titles may be available in the regular collection.

Tennesseana

This is the largest of our monograph collections and includes Tennessee, Middle Tennessee, Davidson County and Nashville local history, as well as Nashville City Directories and biographies about Tennesseans.

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.

BRANCH & MAIN LIBRARY COLLECTIONS

Adult Fiction

Nashville Public Library's fiction collection includes a wide variety of contemporary works of fiction representing all genres, international works of fiction, classics and important novels of the past. The Library makes every effort to acquire fiction which is representative of the cultural and ethnic community that it serves and to satisfy the diversity of interests and recreational needs of its users.

Adult Non-Fiction

NPL aims at acquiring materials which provide a core of basic knowledge. In addition, the Library 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

Audiobooks

The audiobook collection contains compact discs, pre-loaded MP3 devices and digital 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.

Bookpacks

Pre-packaged kits of playaway audiobooks and their print versions for children and adult new readers. Bookpacks are the easiest way for emerging and struggling readers, auditory and special education learners and ESL patrons to learn literacy skills.

Children's Collection

To encourage life-long reading habits, the children's collection provides materials 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. The materials are 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.

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 the library'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, periodical, reference, video, audiobooks, music, and images are all offered by Nashville Public Library. The content criteria outlined in each of those sections apply, as appropriate, to their electronic counterparts.

Large Type

The large type book collection meets the needs of an increasing number of visually impaired patrons. The major thrust of the collection is popular fiction, including mysteries, romances and westerns, along with high interest non-fiction. Large type books are purchased for the majority of locations based on demographics and demand.

Launchpads

A circulating collection of locked e-readers, preloaded with learning apps for children. Subject-focused e-readers range from English language arts to math and science. Themed e-readers include princesses, dinosaurs, animals and more.

Literacy Collection

The literacy collection provides written material in a variety of formats to support NPL's adult literacy efforts. It is comprised of material to support new readers as well as tutors and teachers though the Library does not collect textbooks or workbooks meant for individual use.

Lucky Day Collection

Designed to allow access to bestselling titles for casual library users without the placement of advance holds, the 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 in order to encourage faster turnover of material. No renewals or advance reservations online or by phone allowed. Books stay in Lucky Day status for two months before converting back to regular status.

Music

Music recordings are available at the Main Library and most of the branch libraries. Current purchases are in compact disc (CD) and digital formats because of their availability and popularity. The adult music collection consists of works

by major classical and contemporary composers, as well as popular music. An emphasis is placed on acquiring recordings of musicals, folk music, jazz, and classical music. Compact discs for children include storytelling, folk and nursery songs, holiday music, and read-alongs.

Periodical Collection

NPL's newspaper and magazine collection provides current and retrospective information aimed at meeting the recreational reading needs of the community.

The periodical collection consists of a diversity of publications in fields which are of interest to the community. It includes basic and popular reading magazines, foreign language publications, and a wide selection of business, trade, and local music industry publications. 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 at the branch libraries. Back issues of many titles are accessible digitally for reasons of preservation and space conservation.

Reference Collection

NPL maintains a 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 citizens. 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 rather than to be read consecutively and include: bibliographies, indexes, directories, dictionaries, catalogs, statistical compendia, atlases, biographical dictionaries, and almanacs.

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. It maintains in-depth collections in music business and art, and Nashville and Tennessee-related information. The collection also includes rare or difficult-to-replace books in these areas of specialization.

The branch reference collections contain a core of basic ready reference materials supplemented by specific subject area resources of interest to that community. Branch staff has access to a reference hotline to obtain additional reference support and to access the more comprehensive resources at Main.

Textbooks

Through an agreement with Metro Nashville Public Schools, all NPL locations, including Main 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

Nashville Public Library 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 materials, 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.

The Library's collection also includes materials 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. The information gathered is used to determine the size and scope of the collection at each site. Availability of materials may impact the development of the collections.

Young Adult Collection

The young adult collection exists at all NPL branches and at the Main Library. These materials are intended for patrons 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. Other formats include audiobooks on CD, pre-loaded MP3 devices, graphic novels, as well as digital formats such as e-books and e-audiobooks.

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, which consists of the Nashville Room and the Special Collections Center, serves as a depository and research center for historic and contemporary Nashville materials. The Nashville Room provides access to over 28,000 books divided into Tennessee materials, genealogy materials, and Nashville authors. These materials are available for browsing in open stacks but are non-circulating. The Main Library's Civil Rights Room is also housed in the Nashville Room with emphasis on local, national and global movements. The Special Collections Center provides access to non-book materials relating to the history and culture of Nashville, Davidson County, Tennessee and beyond, such as manuscript collections, maps, architectural drawings, and oral histories. These materials are located in closed stacks and do not circulate. The Special Collections Center also contains space dedicated to the recording and processing of oral history interviews.

II. 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, including civil and human rights.
- 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, and curricula.

III. Clientele Served by the Collection

Regular clientele include scholars, students, government officials, donors, journalists, genealogists, and the general public. Persons wishing to use closed stack collections

must register in the Special Collections Center, present identification, and comply with the policies governing the use of Special Collections Division materials.

IV. **Priorities and Limitations of the Collection**

The Special Collections Division provides access to several non-circulating collections of books, ephemera, microforms, audio-visual materials, photographs, maps, postcards, oral histories, and vertical files on the cultural, geological, architectural and historical heritage of Nashville and Middle Tennessee.

Collecting activity involves the evaluation and selection of 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.

Individual items or groups of items will be carefully evaluated by the staff prior to acquisition. When significant gaps or weaknesses are discovered in collecting areas, formal, targeted projects may be developed to create and collect documentation that complements the already existing materials in the collection, such as the Civil Rights Oral History Project. Staff may also participate in national projects to collect and create documentary materials, such as the Library of Congress Veterans History Project.

A. **Present Identified Strengths:** There are several strong collecting areas within the Special Collections Division collections.

1. The **Tennesseana** collection consists of books, periodicals, atlases, manuscript collections, and audio-visual materials on local history,

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."

genealogy, archaeology, flora and fauna, geology, politics and government; family histories; and microform copies of personal papers. The books, periodicals, and microforms are accessible in the Nashville Room, while the non-book materials, including manuscript collections and antique maps, are accessible in the Special Collections Center.

Items of interest include:

- 43 volumes of *Confederate Veteran Magazine*;
- over 200 volumes of *The War of the Rebellion: A Compilation of the Official Records of the Union and Confederate Armies*;
- *Nashville City Directories* from 1853 to the present;
- Tennessee population schedules on microform;
- the **Henry C. Hibbs Papers**, a collection containing the professional and personal papers of Nashville architect, Henry C. Hibbs, including architectural drawings, specifications, correspondence, photographs, and related items concerning Hibbs' architectural career from the 1920s through the mid-1950s;
- the **Carrie Mae Weil Ornithological Collection/Harry Monk Collection**, consisting of journals kept by Harry Monk from 1916-1976 containing his notes about birds, butterflies, and the weather, as well as Monk's correspondence and other manuscript materials. The collection, which also includes a book collection housed on the library's third floor containing classic ornithological references as well as major bird periodicals collected by Harry Monk over a 60-year period, was purchased by library board member Simon S. Weil in 1977 and given as a gift to the Nashville Public Library in memory of his late wife, Carrie Mae Weil.
- the **Ann Harwell Wells Tennessee Map Collection**, a collection of 146 antique Tennessee maps, published between 1584 and 1917, and five rare books related to Tennessee maps; and
- the **Nashville Room Historic Photograph Collection**, a collection of over 4500 photographs of Nashville people, houses, churches, schools, other buildings, and Civil War scenes.

2. The **Vertical Files** consist of clippings from local newspapers and other periodicals. These files may be accessed in both the Nashville Room and Special Collections Center. Topics include: artists, biography, buildings, businesses, cemeteries, churches, synagogues, and other places of worship, forts, historic homes, parks, and Nashville history.

3. The **Ephemera** collection, which is accessible in the Special Collections Center, consists of subject files of materials in a wide variety of formats such as reports, brochures, programs, invitations, memorabilia and scrapbooks. Topics include: architecture, buildings, businesses, churches, family histories, organizations, persons and schools.

4. The **Genealogy** collection consists of books, periodicals, microform, computer-based files, and some printed census schedules. This collection is accessible in the Nashville Room. Items of interest include: bibliographies, cemetery records, European heraldry, published family histories, how to do genealogical research, and non-Tennessee genealogical abstracts and indexes.²

5. The **Nashville Authors** collection contains works by local authors on a variety of topics and is accessible in the Nashville Room. To be considered a Nashville author the writer must have resided in Davidson County for five years. The Nashville Room currently collects donated copies of fiction and non-fiction books written by Nashville authors.

6. The **Performing Arts** collection consists of the history and memorabilia of one of the most famous aspects of Nashville's culture. These materials are accessible in the Special Collections Center, with the exception of books, which are available for browsing in the Nashville Room. Items of interest include:
 - minutes of local clubs and organizations, such as the Circle Players and the Nashville Community Playhouse;
 - music;
 - playbills;
 - programs;
 - published histories of the theater in Nashville;
 - scrapbooks;
 - the **Jeter-Smith Collection**, memorabilia of dance in Nashville during the 1920s and 1930s;
 - the **Naff Collection**, memorabilia of Lula C. Naff, manager of the Ryman Auditorium from 1920 until 1955, consisting primarily of photographs of the performing artists, posters, and programs of events held in the Ryman; and

² Most out-of-state records are concerned with the colonial and early national periods of North and South Carolina and Virginia.

- the **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*, contains more than 250 book volumes, over 750 LP's, several thousand pieces of sheet music (some dating back to the 1800's, and most from the first half of the twentieth century), long runs of *Playbill* magazines, plus dozens of posters and souvenir booklets from musical theater productions nationwide.
7. The **Nashville Banner Archives** is accessible in the Nashville Room and includes:
- the **Nashville Banner Clipping Collection**, a collection composed of folded and packaged clips from both the Banner (afternoon) and Tennessean (morning) newspapers, and consisting of biographical and subject files that fill over 1,000 cabinet drawers with between five- and ten-million clippings from the late 1930s to the early 1990s, with the bulk of the collection dating from the 1950s to the early 1990s. Biographical files on several thousand persons constitute almost half of the collection, with the rest in subject files sorted primarily into three main series: Nashville, Davidson County, and Tennessee.
 - the **Nashville Banner Library/Morgue photographic files**, a group of printed photographs, wire photos, and some accompanying materials that were kept in the library of the newspaper, or the "morgue". These files were kept independently from the negative and transparency files the photographers kept in their area. These files contain photos that were actually used in the paper, some of them shot by Banner photographers or Banner freelancers. Many of the photos, however, were sent in by companies or groups for publicity purposes and were not shot by Banner staff.
 - the **Banner Negatives and Transparency Collection**, consisting of film, ranging in size from 35mm, 2 ¼ square, 3 1/4 x 4 1/4, and 4x5, that the Banner photographers shot. It ranges from 1934 to 1998, and the last two years were digital capture stored on CD's. In 1955 the photographers began to keep logbooks and a filing system by date.
8. **The Oral History Collections include both existing interviews and current projects. These collections are accessible in the Special Collections Center.**
- **Veterans History Project:** The Special Collections Division, in partnership with The Library of Congress and The American Folklife Center, is participating in the Veterans History Project. The purpose of the project is

to collect documentary materials such as letters, memoirs, and photographs related to military service and to record the oral histories of that service where possible.

- **Civil Rights Oral History Project:** This project seeks to record the stories of participants and observers of the events surrounding the Civil Rights Movement in the area and the region.
- **Century III:** This is a random collection of Nashville's recorded memories, done during Nashville's Bicentennial Celebration in 1980.
- **Nashville Centennial Project:** This is a collection of interviews with Nashvillians who recall the Centennial Exposition of 1897.
- **Union Station:** Recorded interviews with 110 Nashvillians concerning their knowledge of and personal experiences at Union Station and their travels on the trains in and out of the Station.
- **Nashville Room Paragraphs:** A project, which was done by the Nashville Room during the Seventies, used interviews of citizens of Davidson County as the basis for a lecture series. Transcriptions were done of the oral interviews and two books were published.
- The revenue from the project was used to fund activities of the Nashville Room.
- **Greyhound Freedom Rides Collection:** Footage and interviews of the 40th Anniversary events of the Freedom Riders reunion.

9. The **Civil Rights Collection** promotes and encourages the study of the history of the civil rights movement in Nashville, Tennessee and the South. The purpose of the Civil Rights Collection is to provide both deep and broad information on the role of Nashville, Tennessee and the South in the period prior to and including the Civil Rights movement.

Materials for the Civil Rights Collection are collected in the following subject areas:

- general works describing and analyzing the civil rights movement on the local, state, and national level;
- judicial and legislative actions;
- autobiographies, biographies, and memoirs of participants and leaders
- compilations and collections of the period from the 1940s through the 1970s;
- publications of the Southern Education Reporting Service;
- publications of SNCC;
- analysis and history of race relations during the century leading up to the modern civil rights movement;
- school desegregation and other stages of the civil rights movement, related to voting, fair housing, and employment;

- African American history and culture in the South, including education, church, health and other social issues, music, and culture; and
- studies of various civil rights organizations.

The Civil Rights Collection includes books, monographs, monographic series, serials, proceedings, reprints, microforms, photographs, videos, pamphlets, journals, compact discs, and cassette tapes. The collection also includes some donated oral history collections, recordings, ephemera, newspaper clippings, and duplicated tapes, including oral history collections. Textbooks are excluded from the Civil Rights Collection. The Civil Rights book and microform collections are accessible in the Nashville Room, while the rest of the collection is accessible in the Special Collections Center.

- B. **Present Collecting Level:** Materials for the Tennesseana and Genealogy collections are collected on a comprehensive level. Most other materials are collected on a complementary level. Books for the Nashville Authors collection, both fiction and non-fiction, have been collected on a selective level. Oral histories are collected on a complementary level.
- C. **Present Identified Weaknesses:** Within the established geographical limit of Nashville and Middle Tennessee the existing collections need to be expanded by donation or purchase of additional material in these areas:
- architecture;
 - the civil rights movement, especially transcriptions of the growing Civil Rights Oral History Project; civil rights manuscript collections that fall within the collecting scope; a full set of Southern Law Reporter; civil rights speeches, pamphlets, sermons, and fliers; historic publications; rare, out of print books; printed materials from civil rights organizations and other primary sources; copies of The Southern Patriot and magazines/newspapers focused civil rights;
 - country, gospel, jazz, and other forms of music;
 - family histories;
 - folklore and folk life;
 - published histories and information about significant businesses and industries;
 - theater and other performing arts and artists;
 - manuscripts, diaries, journals, and personal papers of historical interest by or of interest to Middle Tennesseans and especially Davidson County citizens; and

- audio visual recordings of research value.
- D. **Desired Level of Collection to Meet Program Needs and Collecting Guidelines:** The Special Collections Division will continue collecting on a comprehensive level material for the Tennesseana and Genealogy collections. The Special Collections Division will continue to collect on a complementary level most other materials, including manuscript collections. Non-fiction books for the Nashville Authors collection will continue be collected on a selective level. Fiction will not be collected. Oral histories will continue to be collected on a complementary level. Materials for the Civil Rights Collection will be collected on a comprehensive level.
- E. **Geographic Areas Collected:** The emphasis is on local history, the history of Middle Tennessee³ and especially Nashville and Davison County.
- F. **Chronological Periods Collected:** The Special Collections Division acquires primarily nineteenth, twentieth, and twenty-first century materials.
- G. **Forms of Materials Collected:** The Special Collections Division accepts materials in all of the common modern formats, including photographs, audio-visual materials, and published and non-published documents. The Special Collections Division also accepts architectural drawings and maps that fall within the scope of the collecting policy. Electronic records and three-dimensional artifacts or realia are accepted on a limited basis due to equipment, financial, and space constraints.
- H. **Exclusions and Special Cases:** Material outside of the scope or mission of the collections are not accepted and/or will be referred to another, more appropriate repository.
 - **Official governmental records** and publications are collected by the Metropolitan Archives. A select few, frequently-used items such as *The Metropolitan Charter and Code* and the *Tennessee Blue Book* are also collected by the Special Collections Division. Papers, both public and private, of former metropolitan, city, town, or county officials are collected by the Metropolitan Archives.

³ Middle Tennessee means the counties of Bedford, Bledsoe, Cannon, Cheatham, Clay, Coffee, Cumberland, Davidson, DeKalb, Dickson, Fentress, Franklin, Giles, Grundy, Hickman, Houston, Humphreys, Jackson, Lawrence, Lewis, Lincoln, Macon, Marion, Marshall, Maury, Montgomery, Moore, Overton, Perry, Pickett, Putnam, Robertson, Rutherford, Sequatchie, Smith, Stewart, Sumner, Trousdale, Van Buren, Warren, Wayne, White, Williamson, and Wilson.

- **Business and church records** which are primary sources, as opposed to written histories, may be collected by the Special Collections Division under certain circumstances and are also collected by the Metropolitan Archives. Collections of business or church records will be considered on a case-by-case basis in consultation with the Metropolitan Archives staff. Written histories of local churches and businesses are collected in the Special Collections Division. Both the Special Collections Division and the Metropolitan Archives collect yearbooks from Hume Fogg Academic High School and area schools no longer in existence. Other old high school yearbooks or other academic yearbooks are collected by the Metropolitan Archives.
- Genealogical information from family Bibles is collected by the Tennessee State Library and Archives.

v. **Cooperative Agreements**

The Special Collections Division cooperates with other repositories, such as the Tennessee State Library and Archives, organizations, and other library units, such as the Metropolitan Archives.

vi. **Resource Sharing Policy**

Under appropriate terms and conditions, the Special Collections Division shares resources with other library divisions and institutions when such sharing is beneficial to researchers and when material will not be damaged. All such sharing must be in accordance with the terms of the relevant donor agreement(s). A donor may specify with which divisions or institutions items may be shared and/or that no items may be shared. Materials may be loaned temporarily or permanently transferred to another institution. Resources shared may include duplicate and extraneous materials from collections (if acceptable under the terms of the donor agreement); copies of materials from collections; hard-copy finding aids; electronic versions of finding aids, collections, and items; and facilities.

vii. **Deaccessioning Policy**

The Special Collections Division may deaccession materials 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. In general, the options for deaccessioned material included 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 (which may be specified in the donor agreement). All disposition of archival materials will be in accordance with state and federal laws.

VIII. Procedures Affecting the Collecting Policy

- A. Deed of Gift:** The Special Collections Division does not accept materials without a legal transfer of title, deed of gift, or other official acknowledgement.
- B. Loans and Deposits:** Materials loaned to or deposited with the Special Collections Division are accepted when the conditions for acceptance are favorable to the Special Collections Division. All such items are covered by a written agreement.
- C. Closed Collections:** The Special Collections Division does not accept collections that are closed to research in perpetuity. Restrictions regarding access to and use of collections are accepted only when mutually agreeable to the donor and the Special Collections Division.
- D. 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 and state regulations.
- E. Exhibitions:** The Special Collections Division reserves the right to include unrestricted materials in both physical and virtual exhibitions, in accordance with standard archival principles and practices.
- F. Revision of Policies:** 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.

IX. Procedures for Reviewing the Policy and its Implementation

This policy will be reviewed at least every five years for effectiveness and appropriateness. All revisions will be consistent with professional standards and principles and will not revoke previously negotiated donor agreements.

Metropolitan Government Archives of Nashville and Davidson County

Collection Development Policy

I. 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.

II. Collection Development Policy

The Metro Archives follows the standards promulgated by the Society of American Archivists for appraisal, retention and destruction of records with variations 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.

III. Records Collected

A. Early Settlement Records, 1700-1806

Early Settlement records are those related 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.

B. Davidson County Records, 1789-1963

Records collected include 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.

C. Davidson County Court Records, 1789-1963

Records related 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.

D. 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.

IV. Procedures Affecting the Collecting Policy:

- A. 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 only for documents of outstanding importance to the Metropolitan Government.

- B. No conditions of use, exhibit, digitizing or formatting are accepted on records other than those imposed by federal, state or local ordinance.
- C. Only records which in the judgment of the Metro Archivist are of sufficient quality for permanent preservation will be accepted.
- D. Finding aids may be required with large acquisitions where it is likely to render the documents otherwise inaccessible until processed.
- E. It is a condition of acceptance that documents will be available for public access after expiration of a specified period of time.
- F. Archives shall have authority to transfer records to a more suitable repository if it is considered that the documents would benefit from relocation.

V. Deaccessioning Policy

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.

VI. Procedures for Reviewing the Policy and its implementation

This policy will be reviewed at least every five years for effectiveness and appropriateness. All revisions will be consistent with professional standards and principles and will not revoke previously negotiated donor agreements.

Audio Visual Division

Collection and Conservation Policy

I. Mission Statement

Audio Visual Conservation at NPL (Nashville Public Library) is founded to conserve, preserve, and make accessible the moving image and sound collections under the care of the Nashville Public Library and to collect and care for audiovisual records vital to the history and culture of Davidson County and Middle Tennessee. The Initiative seeks to preserve and increase awareness of Southern history and culture, create positive partnerships with other archives and the public, and support and contextualize artifacts and documents under the care of NPL.

II. Collection Development Policy

Audio Visual Conservation at NPL collects moving image and sound material documenting the culture and history of Davidson County, Tennessee and the broader South, including the work of filmmakers, audiovisual content creators, and artists with strong ties to the region. The AVC effort accepts donations of audiovisual material in any format which meets its collection policy and for which rights to preserve, reformat, and provide reasonable measure of access is granted at the time of donation.

Materials which are a danger to the existing collection (items containing mold, infestation, or transmittable chemical or physical decay) may be turned away in order to ensure the safety of the greater collection. AVC accepts donations only; loans cannot be accepted. Curatorial discretion may be used at any time to determine the relevance of a donation to the collection.

III. Preservation and Conservation Policy⁴

⁴ For the purposes of this document, “preservation” includes all activities related to the stabilization, re-housing, storage, cataloging, and reformatting of audiovisual assets. “Conservation” refers to stabilization and continuous care of the materials, including both analog original assets and digital derivatives. “Reformatting” and “digitization” refer to the process of re-creating audio visual content from an obsolete or endangered medium onto a contemporary medium for access or preservation purposes. “Preservation copy” refers to a high quality copy of obsolete or endangered av content according to international standards of highest quality. “Access copy” refers to a copy of obsolete or endangered material according to contemporary or internal standards for editing, streaming, or general viewing of content.

AVC at NPL considers three main factors when prioritizing for preservation:

1. Rights

The institution should have the legal right to copy, preserve, and provide access to the material.

2. Uniqueness and quality of content

Content of the media should be unique and the best quality available. Content should also be central to the department or institution's mission statement.

3. Degradation / Obsolescence

Asset should be salvageable. The amount of time left before the content is no longer physically able to be transferred must be considered. Availability of equipment to view the asset must be taken into account and whether that equipment can be serviced in the future.

IV. Access Policy

Access to collection descriptions and media content is currently available on a case-by-case basis via individual research request. Research fees, reformatting fees, and licensing fees may apply. AVC's goal is to provide reasonable access to appropriate portions of the collection via online streaming and public finding aids under conditions which take into account rights, general privacy and sensitivity considerations, and donor agreements.

V. Procedures for Reviewing the Policy and its implementation

This policy will be reviewed at least every five years for effectiveness and appropriateness. All revisions will be consistent with professional standards and principles and will not revoke previously negotiated donor agreements.