

DERRY PUBLIC LIBRARY
New Hampshire Room Policy
Amended 11/16/2020

INTRODUCTION

The New Hampshire Room (“NH Room”) of the Derry Public Library (“DPL”) is the repository for archival materials pertaining to the history of Derry and surrounding towns, local residents, and to a lesser extent, New Hampshire and New England. One of DPL’s primary goals is to provide access to information. The NH Room, as the historical room of the library, shares that goal with preservation of cultural property at the forefront. The NH Room aims to preserve Derry’s past and inform its future. In that spirit, a balance between preservation and access to information is a necessity. The NH Room is kept locked and patrons must sign in before embarking on research in the room, however, all materials are open to the public and can be accessed by appointment, drop-in or otherwise.

COLLECTION DEVELOPMENT

The NH Room collection is primarily made up of print materials of cultural value and includes books, photographs, pamphlets, manuscripts, family letters and newspapers. Donations of items pertaining to the history, institutions and people of Derry and the surrounding areas are always welcome for evaluation and possible inclusion in the collection.

Items of Interest:

While subject to change, items presently of particular interest to the NH Room include:

- City Directories pre-1950
- Pinkerton Critics pre-1905
- Pictures, letters and prints related to Derry citizens. Of specific interest are renowned citizens: Elsie Gaskin (Librarian), Buddy Stewart (Jazz Singer), Robert Frost (Poet), Alan Shepard (Astronaut), George “Lefty” Tyler (Baseball Player), George Grinnell (Judge), Harriett Chase Newell (Historian), Charles Bartlett (Derry News), Mary Lyon (Educator), Flora Stewart (Oldest African American Woman) and materials on Derry’s founding families.
- Maps of Derry-all years
- Pictures, pamphlets, letters, prints, registers, composition books or any and all materials related to Adams Female Academy, Oak Street School or other Derry district schools.
- Historic records pertaining to Derry institutions and organizations.
- All print items related to the history of Nutfield, the history of Derry and Derry Public Library.

Acquisitions:

When an item is donated to the library, DPL staff must assess the item to make sure it is a

good fit for the collection. *The Donation Intake Form* and the *Donor Agreement Form* should be filled out prior to processing.

Since the NH Room is primarily occupied by donated items, purchases for this collection, in terms of archival materials and items of historic significance are at the discretion of the Director and Assistant Director. Grants may also be pursued as needs arise.

Limitations:

Typically, the NH Room collection does not include *objects* pertaining to the history of Derry, which would be more suitable to the Derry Museum of History.

The NH Room houses the Derry Museum collection, which is a collection of print materials that are indefinite loan from the Derry Museum of History, but not the property of DPL. As such, materials should not be added or weeded from this collection without the consultation of the Derry Museum of History. Likewise, materials from this collection may not be digitized without prior permission.

The NH Room does not hold a wide range of audiovisual media as there is presently no way to access such media within the NH Room. Nevertheless, there may be rare occasion where media would be accepted if it meets the criteria on the *Collection Assessment Form*.

The NH Room has limited wall space and therefore collects a very limited amount of artwork. Nevertheless, there may be rare occasion where artwork would be accepted for display if it meets the criteria on the *Collection Assessment Form*.

Preservation and Digitization:

As the NH Room materials are often older, rare, one-of-a-kind materials, preservation is of the highest priority when dealing with this collection. Items may be evaluated for digital or physical preservation on a regular basis. In cases where DPL staff are not able to adequately assess the best preservation method for an item, if and when finances permit, Northeast Document Conservation Center ("NEDCC") should be consulted.

Disaster Preparedness:

In the event of a natural or manmade disaster, several duplicate copies of specialized items are held at the municipal center in archival storage. Also, the NH room will continue its digitization process.

Maintenance and Weeding:

As a primary aim of the NH Room is to preserve and conserve local history and culture, weeding in the NH Room must be undertaken carefully and cautiously. DPL staff must strive to understand the context of any item in the NH Room being assessed for weeding while undertaking collection maintenance. The collection assessment form gives criteria for evaluating manuscripts, prints, letters, pamphlets and newsletters, books, photos, media and artwork. *Collection Assessment Sheets* should be used to gather information and make

an informed decision about items within the room.

Appendix:

- A. Rules for Access
- B. Collection Assessment Sheet
- C. Donation Intake Form
- D. Donor Agreement

A. New Hampshire Room Rules for Access

The New Hampshire Room (“NH Room”) of the Derry Public Library (“DPL”) is a repository for archival materials pertaining to the history of Derry, Derry residents, and to a lesser extent, New Hampshire and New England. In order to protect valuable materials in the NH Room collection, all visitors must agree to adhere to the following rules:

1. The NH Room will remain locked except when in use, and admission must be requested from a DPL Reference Librarian. Patrons must sign-in to use the room on the user log.
2. Many materials in the NH Room are archival materials, and must be handled carefully, because while they may not all have high monetary value, they have research value and may be difficult or impossible to replace. In this case, a patron will be required to wear white gloves and have assistance and supervision from a staff member.
3. All materials in the NH Room collection are non-circulating (reference) materials and may not be removed from the room except for photocopying.
4. Photocopying of any NH Room item requires the approval of the Reference Librarian on duty. If the material seems too fragile or if handling a very large item may put it at risk, permission may be declined. Alternatively, a DPL staff member may photocopy the item.
5. Any child under the age of twelve (12) must be accompanied by an adult (eighteen (18) years of age or older) to use the NH Room, and all children who enter the room must be carefully monitored.
6. Visitors to the NH Room may only take paper and pencil, phones, laptop computers, and/or digital cameras into the room. A secure place will be provided by DPL staff for visitor belongings that cannot be brought into the NH Room, such as but not limited to backpacks, handbags, bulky jackets, etc...
7. A microfilm reader/printer is located in the NH Room to be used for research. Users pay at the circulation desk for each print made.
8. Only Town Council, Library Trustees, and Library Staff may use the NH Room for anything other than historical research. The NH Room may not be booked for meetings. Only DPL’s Director and Assistant Director can give permission in advance for any other use of the room.
9. If items are found to be damaged while using the NH Room, one must notify the Reference Librarian on duty.

name/s

phone

date

time in

DPL

time out

DPL

B. New Hampshire Room Collection Assessment Sheet

Documents/Newspapers/Letters/Pamphlets/Manuscripts

An item should meet all of the criteria to be retained in the New Hampshire Room.

		Yes	No
1	Does this item pertain to the history, institutions or citizens of Derry, New Hampshire or the surrounding area?		
2	Is this item original, one-of-a-kind or rare?		
3	Is this item in good enough shape to be handled and preserved (free of mold, readable)?		
4	Is this item of an appropriate size for NH room?		
5	Is the source of this item intact or identified?		

Processing:

Add to collection: _____

Withdraw from collection: _____

Relocate to: _____

Notes: _____

New Hampshire Room Collection Assessment Sheet

Books

An item should meet 4/5 criteria to be retained in the New Hampshire Room.

		Yes	No
1	Does this item pertain to the history, institutions or citizens of Derry, New Hampshire or the surrounding area?		
2	Is this item one-of-a-kind, special or first edition, out-of-print, irreplaceable or rare?		
3	Is this item in good enough shape to be handled and preserved (free of mold, readable)?		
4	Is this book signed by a prominent NH citizen, family member or other prominent figure?		
5	Is the New Hampshire room the best place in the library for this item?		

Processing:

Add to collection: _____

Withdraw from collection: _____

Relocate to: _____

Notes: _____

**New Hampshire Room
Collection Assessment Sheet**

Photos

An item should meet 3/4 criteria to be retained in the New Hampshire Room.

		Yes	No
1	Is this photo obviously by or about the citizens, history or institutions of Derry or the surrounding area?		
2	Is this photo suspected to be by or about the citizens, history of institutions of Derry or the surrounding area and able to be evaluated as such based on names, marks, dates or prominent locations?		
3	Is this item one-of-a-kind or rare?		
4	Is this photo in good condition (free of mold and water damage?)		

Processing:

Add to collection: _____

Withdraw from collection: _____

Relocate to: _____

Notes: _____

**New Hampshire Room
Collection Assessment Sheet**

Media

An item should meet all criteria to be retained in the New Hampshire Room.

		Yes	No
1	Is this item by or about the history, institutions or citizens of Derry or immediate surrounding area?		
2	Is this item original, one-of-a-kind or rare?		
3	Is this media in good condition (free of scratches)?		
4	Can this item easily be digitized or preserved?		
5	Is the New Hampshire Room the best place for this media?		

Processing:

Add to collection: _____

Withdraw from collection: _____

Relocate to: _____

Notes: _____

**New Hampshire Room
Collection Assessment Sheet**

Artwork

An item should meet nearly all criteria, with # 4 being the only possible exception. If #4 is not met, then funds need to be assessed to complete the project.

		Yes	No
1	Does this item pertain to the history, institutions or citizens of Derry?		
2	Is this item original, one-of-a-kind or rare?		
3	Is this print in good condition (free of scratches, mold, stains, water damage etc)?		
4	Is this item framed and equipped with hanging hardware?		
5	Is this item of an appropriate size for the NH room walls and space?		

Processing:

Add to collection: _____

Withdraw from collection: _____

Relocate to: _____

Notes: _____

**C. New Hampshire Room
Donation Intake Form**

Item Title: _____

Item Author: _____

Item Description:

Provenance: _____

Donated by: _____

~~~~~**For Cataloging**~~~~~

**Suggested Call #:** \_\_\_\_\_

**Subjects:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Form Completed By:** \_\_\_\_\_

|                       |
|-----------------------|
| Item Processed: _____ |
| Cataloged: _____      |
| Shelved: _____        |



## D. New Hampshire Room

### Donor Agreement Form

Thank you for donating \_\_\_\_\_ to the Derry Public Library (DPL) New Hampshire Room ("NH Room").

DPL's NH Room is the repository for archival materials pertaining to the history of Derry and surrounding towns, local residents, and to a lesser extent, New Hampshire and New England. One of DPL's primary goals is to provide access to information. The NH Room, as the historical room of the library, shares that goal with preservation of cultural property at the forefront. The NH Room aims to preserve Derry's past and inform its future. In that spirit, a balance between preservation and access to information is a necessity. The NH Room is kept locked and patrons must sign in before embarking on research in the room, however, all materials are open to the public and can be accessed by appointment, drop-in or otherwise.

By donating an item to the library, you understand that:

1. This item becomes a part of DPL's collection and will, therefore, be accessible to the general public.
2. This item will be processed and cataloged for ease of research and that may include altering or adding to its natural form (spine labels, mylar, etc...).
3. As part of our ongoing digitization process, this item may be digitized and made available on the internet as copyright allows.
4. This item will be evaluated on a regular basis as part of collection maintenance and may be moved to archival storage or weeded if it begins to mold, fall into disrepair etc.
5. This item may be used and referenced in research by any individual. (see *Terms of Use Guidelines*).

*I have read and understand the above terms as well as DPL's Donations and Gifts Policy.*

Donor Name: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_