



Nashua Creates” collection development policy

Adopted by the Board of Trustees 02/04/2020

Introduction

The Nashua Public Library welcomes the opportunity to support and promote the creative and literary expression of our community. In that spirit, we have established our Nashua Creates collection in order to showcase the emerging literary, musical, and filmmaking efforts of our community. This donation-based collection will introduce library users to unique homegrown talent that is not yet nationally known, and give local content producers a tangible way to connect with their audiences. Nashua residents of all ages are encouraged to submit their original books, films, or sound recordings for inclusion in this collection. Materials will be selected based on the guidelines below.

What we will accept

Authors and creators who meet the eligibility requirements for a Nashua library card may donate a single copy of their original material for possible inclusion in the library’s Nashua Creates collection. The following guidelines apply to works created in any format:

- The library will accept only one copy of any title.
- Author/creator donations are limited to three titles per year.
- Materials must be bound and formatted in a way that enables circulation, ease of use, and durability.
- Electronic or digital submissions are welcome through our online platform.
- We will not accept plagiarized materials.
- The library staff reserves the right to refuse any submissions.

How to submit your original material

You **must** use one of the following methods for submitting your original material; library staff will not be available for discussion of individual submissions.

- **For print/hard copy donations:** Complete the attached form and drop off your submission at the Information Services desk. You can also mail your submission to us at 2 Court St. Please do NOT drop your submission in one of our book drops. In compliance with the library’s Gift Policy, submitted works become the property of the library and as such will not be returned to the donor. If not added to the collection, they will be donated to the Friends of the Library.

- **For digital submissions:** You must submit your work online using our online portal which is accessible from the library's website. For more information about this method call the Information Services desk at 603-589-4611.

How will we respond and when

For print/hard copy: You will receive a written response via postal mail or email from the library within 60 days of your submission notifying you of our decision regarding its inclusion in our collection. You will receive another written communication from the library when your submission has been processed and is available on our shelves, usually within 30 days of the original notice.

For electronic submissions: Please refer to the submission guidelines outlined on our website. Electronic submissions must be made through the online portal; library staff will not accept digital media on any type of disc or drive. You may use library computers to make your submission.

What we will provide

- Print/hard copy materials selected for inclusion will be added to our Nashua Creates collection, with the exception of self-published family histories or similar genealogical materials which may be added to the Hunt Room local history collection.
- Print/hard copy materials will be subject to the same processing as other library materials including spine labels indicating shelf location and author/creator.
- Digitally submitted materials will be included in the online local author collection hosted by our current vendor. The terms of inclusion and retention for digital collections have been established by the library and the vendor. Those terms, including a statement regarding ownership rights, are attached to this policy.
- Materials offered for the Nashua Creates collection will be subject to the same retention guidelines as our current print collections. Weeded materials will not be returned to the author.
- The library may choose to purchase additional copies of materials submitted to our Nashua Creates collection in the event of high circulation, loss, or damage. If the library chooses to buy additional copies, they will be purchased from our regular vendors.

ADOPTED by the Board of Library Trustees

02/04/2020

David K. Pinsonneault, Secretary



Nashua Creates Submission Form

Thank you for your interest in the “Nashua Creates” collection at the Nashua Public Library. Please complete the form below and submit it along with one copy of your creative work to the information desk.

CONTACT INFORMATION

Name: _____

Phone: _____

Email: _____

Nashua Public Library card #: _____

The Nashua Public Library will create an entry in the library’s catalog for all creative works added to the Nashua Creates collection. Please provide the information below for the catalog record.

CREATIVE WORK DESCRIPTION

Title: _____

Author/creator: _____

Format (book, CD, DVD): _____

For books/DVD circle: FICTION NONFICTION

Number of pages/length of recording: _____

Subject(s): _____

Publication Year: _____

Language: _____

Brief summary of work: _____
