

# **NMH Library Collection Policy – Northfield Mount Hermon School**

*Libraries in Massachusetts are required by law (M.G.L. Ch.78, Sec.33) to adopt a written policy for the selection of library materials.*

*This policy covers acquisitions, management, access and deaccessioning of library materials in multiple formats: print, audio, audio visual, electronic.*

## **Introduction:**

Northfield Mount Hermon is a college preparatory boarding school for students, grades nine through twelve and post-graduate. The student body is composed of boys and girls from diverse national, religious, economic and ethnic backgrounds. Many students speak English as a second language. Northfield Mount Hermon also operates a summer boarding school, grades seven through twelve, as well as hosting a summer session of *Upward Bound*, a federally granted program providing support for college entrance to low income participants. The NMH Library exists to serve the educational, informational, and recreational needs of NMH students, faculty, and staff.

## **I. Statement of Purpose**

The purpose of this policy is to guide librarians in developing and maintaining a well-balanced collection of materials for the NMH community, and to inform the community of the principles upon which materials are selected, retained, or withdrawn.

## **II. NMH Library System Mission Statement:**

The mission of the Northfield Mount Hermon library system is to support, stimulate, and inspire the educational environment of the school. Personnel, facilities, technology and collections support community members' growth and the institutional mission to develop the head, the heart and the hand.

To this end, the NMH library system:

- Develops collections and provides resources to support the curriculum, enhance personal development and encourage the pleasure of reading and learning
- Teaches information literacy skills
- Supports access to technology and multi-media
- Provides access to global information
- Preserves and promotes use of school history via the Archives
- Offers individual attention to students and faculty
- Serves as a community resource

## **III. Responsibility for Collection Development:**

Ultimate responsibility for the selection of materials lies with the Director of Academic Resources. Responsibility for recommendation of library materials is divided among librarians and media personnel. All requests for materials are reviewed for adherence to the material selection guidelines librarians use to make selections. Faculty are encouraged to continually monitor their professional literature for appropriate library acquisitions, and alert librarians about materials most useful for course requirements. Student, faculty and staff recommendations are also welcome and encouraged, and will be reviewed by the same guidelines used to make all material selections.

## **IV. Material Selection Guidelines:**

Collection development decisions are made on the basis of librarians' judgment and expertise, and by evaluating reviews in library reviewing journals and other library selection tools. Materials are selected first on their importance to the academic and student life program, and second for recreational value. The library must provide resources to facilitate and enrich classroom instruction for each department of the school. The library will provide a recreational reading collection for the NMH community; however, funds for this collection are limited. The NMH library considers all types and formats of media and will attempt to provide materials in non-book format when appropriate to fulfill the library's mission.

The library department may consult with faculty in specific subject areas when considering purchasing, retaining, or withdrawing materials. The library does not purchase multiple copies of materials nor textbooks. Materials will be

collected primarily in the English Language. However, titles in other world languages are also acquired to support academic and leisure reading

The NMH library provides access to a wealth of online resources, including the Internet and electronic databases. Online databases are selected for their ability to enhance the material collections and to offer students and faculty the best available research tools.

Criteria for selecting library materials include:

- High standards of quality in content and format
- Authoritativeness of publisher or author
- Importance to core collection
- Current usefulness or interest
- Scarcity of information on a subject
- Literary merit or artistic quality
- Importance as a record of the times
- Price, format and availability
- Anticipated life of medium
- Suitability of format for subject and user's needs

#### **V. Children's Collection**

The children's collection focuses on highly recommended picture books for preschoolers, notable children's literature and on popular reading for children of school age through grade five. These materials are provided for families within the NMH community, as well as for student enjoyment. Funds for this collection are limited

#### **VI. Archives**

The NMH Archives is both a general resource and a teaching resource. The goal of the archives is to promote knowledge and understanding of the origins, aims, programs, people, and the development of Northfield Mount Hermon School, from its beginning in 1879 to the present day. The archives collects, organizes, conserves, and makes available records of both official and informal school life.

NMH Archives Mission Statement:

The Northfield Mount Hermon School Archives exists to preserve, promote and provide access to material documenting the history of the school and the life of its founder, D.L. Moody. The archives serves researchers both within and beyond the Northfield Mount Hermon community.

In support of this mission, the NMH archives engages in the following activities:

- Identifies, appraises, collects, arranges, describes, preserves, and makes available materials of enduring historical, legal and administrative value to Northfield Mount Hermon
- Serves faculty and students by providing access to primary historical materials that support the instructional programs of the school
- Serves as a resource to administrative offices, preserving and providing access to materials of institutional value
- Serves the alumni and their association by preserving a record of student life, both individual and collective, at the school
- Enriches scholarship about and appreciation for the school and the life of D. L. Moody by encouraging the use of archival collections

#### **VII. Maintaining the Collection.**

In order to maintain a collection which is current, reliable, in good condition, and which relates to the needs and interests of the NMH community, materials are withdrawn on a systematic and continuing basis. Librarians continually evaluate existing resources to enforce quality control of the collection's usefulness. ***The CREW Method*** (continual review,

evaluation and weeding) developed by the Texas State library and Archives Commission (1995), is used as a guide for this process

Criteria for withdrawing library material include:

- Outdated/obsolete/inaccurate information
- Poor condition
- Unused/seldom used
- No longer within collection priorities

Withdrawn materials are offered to local educational institutions, sold at book sales, or discarded. Items of particular value are managed by a local book dealer.

Criteria for retention include:

- Local history
- Regional authors
- Content with local settings
- Literary award prize winners

Note: Material by alumni authors may be housed in the archives.

#### **IX. Gifts:**

Gift materials that enhance the collection according to the guidelines of "Criteria for Selection" may be added to the collection. Not all gifts will be recommended for retention. If a gift is integrated into the collection, the Library reserves the right to decide the conditions of display, housing, access, and withdrawal of the material. Accepted material will be designated by as special bookplate with an appropriate inscription. Unaccepted material will be returned to the donor with a brief explanation of why the item is unsuitable for the collection.

#### **X. Controversial Materials: Intellectual Freedom.**

In the interest of protecting the individual's right to have access to materials, the NMH Library supports and is guided by the following documents (see appendices for full text):

- The First Amendment to the U.S. Constitution.
- The Library Bill of Rights - by the American Library Association (ALA)
- Intellectual Freedom/Freedom to Read Statement - ALA
- Statement of Labeling - ALA
- Evaluating Library Collections - ALA

#### **XI. Copyright**

The library respects and adheres to applicable copyright laws of the United States. Unpublished or copied materials in any form will be added to the collection only when copyright compliance has been verified.

#### **XII. Revision of Policy:**

This policy will be reviewed as needed.

#### **XII. Appendices:**

See separate document.