

NASHVILLE PUBLIC LIBRARY

Board of Trustees Meeting

February 21, 2023



Nashville Public Library Board of Trustees
Agenda
February 21, 2023
Green Hills Branch
3701 Benham Avenue
Nashville, TN 37215
12:00 noon

- I. Call to Order / Roll Call

- II. Metro Ordinance required to be announced at all Board Meetings – *Chair, Joyce Searcy*
 - a. “Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, please take notice that decisions of the Nashville Public Library Board may be appealed to the Chancery Court of Davidson County for review under a common law writ of certiorari. Any appeal must be filed within sixty days after entry of a final decision by the Board. Any person or other entity considering an appeal should consult with an attorney to ensure that time and procedural requirements are met.”

- III. Board Chair Comments, *Joyce Searcy, Chair*
 - a. Resolution of Appreciation for and Acknowledgement of the Service, Dedication, and Work of Mark Crowder, Joe Foster, Larry Jirik, Jimmy Roberts, and Calvin Thomas.
 - b. Welcome Nadine DeLaRosa

- IV. Approval of Minutes: January 17, 2023

- V. Interim Library Director Report, *Terri Luke*

- VI. Foundation Report, *Shawn Bakker*

- VII. Staff Report
 - a. Education and Literacy, NAZA, *Linda Harrison*
 - b. Collection Development Policy, *Lee Boulie*

- VIII. Old Business
 - a. Review Library Director Job Description, *Joyce Searcy, Sherry Adams*

- IX. Adjournment

Next Scheduled Board of Trustees Meeting

March 21, 2023
Main Library, 615 Church Street
Nashville, TN 37221

Nashville Public Library Board of Trustees
Agenda
January 17, 2023
Main Library
615 Church Street
Nashville, TN 37221
12:00 noon

- X. Call to Order / Roll Call
- XI. Metro Ordinance required to be announced at all Board Meetings – *Chair, Joyce Searcy*
 - a. “Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, please take notice that decisions of the Nashville Public Library Board may be appealed to the Chancery Court of Davidson County for review under a common law writ of certiorari. Any appeal must be filed within sixty days after entry of a final decision by the Board. Any person or other entity considering an appeal should consult with an attorney to ensure that time and procedural requirements are met.”
- XII. Board Chair Comments, *Joyce Searcy, Chair*
- XIII. Approval of Minutes: December 13, 2022, and January 3, 2023
- XIV. Interim Library Director Report, *Terri Luke*
- XV. Foundation Report, *Shawn Bakker*
- XVI. Staff Report
 - a. Library of Things, *Noel Rutherford*
- XVII. Old Business
 - a. Review Library Director Job Description, *Joyce Searcy and Sherry Adams*
- XVIII. Adjournment

Next Scheduled Board of Trustees Meeting

February 21st, 2023
Green Hills Branch
3701 Benham Ave
Nashville, TN 37215

Nashville Public Library Board of Trustees
Minutes from January 17, 2023
Main Library
615 Church Street, Nashville, TN 37219
12:00pm

Members Present: Joyce Searcy, Robert Oermann, Kate Ezell, Keith Simmons, and Katy Varney

Library Staff: Linda Harrison, Noelle Rutherford, James Staub, Kyle Cook, Lee Boulie, Susan Drye, Sherry Adams, Jenna Smith, Libby Cain, Shawn Bakker, Terri Luke

Others: Derrick Smith, Assistant Metropolitan Attorney at Metropolitan Government of Nashville and Davidson County

I. Call to Order / Roll Call

- a. Ms. Joyce Searcy called the meeting to order at 12:04 PM

II. Special Acknowledgement— *Kyle Cook*

- a. Ms. Searcy introduced Mr. Kyle Cook— librarian with the Nashville Public Library Collections and Technology division and representative of the SEIU 205 library union— to speak on behalf of staff regarding the search for a new Library Director. Mr. Cook stated as follows:

“Our union members have been watching these board meetings and updates for the search for a new library director with great interest. We appreciate The Board’s commitment to ensuring that the best candidate is selected for the job, and to ensure that the staff’s voices are heard during this process. I’m here today to remind The Board and all our staff that all our staff have their own wish list for what they want to see in our next director: commitment to equity, real inclusion, transparency and accountability, commitment to a respectful workplace, and a living wage for all staff are at the top of our list. As the Board moves through the process of securing a search firm, we want to assure that all staff has a chance to communicate their own wish lists to the firm before the search begins, and again when candidates are considered for the hiring panel. We’re happy to conduct the survey for all staff to participate in, including all branch and all department employees, and we can present the results of this inquiry during a future meeting. If The Board agrees, SEIU local 205 members are willing to facilitate this survey. I thank you again board members for your

work making Nashville Public Library a great place to work, and a very special thank you to Terri Luke. We admire the work that she is doing as interim director. We have seen Terri's commitment to transparency and accountability in our workplace culture, and we appreciate her leadership."

III. Metro Ordinance required to be announced at all Board Meetings – *Chair, Joyce Searcy*

- a. "Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, please take notice that decisions of the Nashville Public Library Board may be appealed to the Chancery Court of Davidson County for review under a common law writ of certiorari. Any appeal must be filed within sixty days after entry of a final decision by the Board. Any person or other entity considering an appeal should consult with an attorney to ensure that time and procedural requirements are met."

IV. Board Chair Comments, *Joyce Searcy, Chair*

- a. Ms. Searcy thanked Mr. Cook and assured him that The Library Board has the same desire to include staff input while searching for the new Library Director. Ms. Searcy went on to stress that The Library Board wants to know what is important to the staff, The Foundation, the funders, and the customers as a selection is made. Ms. Susan Drye added that once the search firm contract is in place, there will be a better idea of how a survey would be facilitated.
- b. Ms. Searcy reminded that there was a vacancy on The Library Board, and the Mayor would be appointing Dr. Nadine De La Rosa. She has a Doctorate in Education from Vanderbilt University, a Master's from Florida Atlantic University, and a Bachelor's in Social Work and Spanish from Western Kentucky University. She is currently serving as Executive Project Director of Student Affairs at Vanderbilt University and will come on board after approval at the council meeting on February 7th. Ms. Searcy stated that The Library Board needs more diversity, and that Ms. De La Rosa would be an excellent addition to The Library Board.
- c. On February 9th, a Fisk University and Belmont University collaborative will be announced at NPL. The project was funded by the Rector Family and was designed to educate students on how they can incorporate social justice into their majors and professional careers. Students would tour the Civil Rights and the Votes for Women rooms at Nashville Public Library.

V. Approval of Minutes: December 13, 2022, and January 3, 2023

- a. Mr. Robert Oermann motioned to approve both December 13th and January 3rd meeting minutes. Ms. Kate Ezell seconded. The motion passed unanimously.

VI. Interim Library Director Report, *Terri Luke*

- a. Ms. Terri Luke reported that the Administrative Team continues to meet and work on finalizing the operating and capital budget requests for fiscal year 2024. The budget timeline and budget equity tool were received last week, and the deadline to submit these documents is February 11th. Ms. Luke anticipated the documents would be submitted before the deadline.
- b. On Christmas Eve, the Madison Branch fire sprinkler froze, and a pipe burst, causing damage to the building. Fortunately, none of the books were damaged, and the Madison branch was reopened to the public on January 9th. Ms. Luke expressed great appreciation and gratitude to Mark Crowder, Joe Foster, Larry Jirik, Jimmy Roberts, and Calvin Thomas for working through their holiday to help minimize the damage done.
- c. On Christmas Day, a pipe burst at the offsite archive storage. There were documents that were water damaged, but they were brought back to the Main Branch, and the Special Collections staff and Archive staff worked together to assist in drying and repairing the damaged documents. Ms. Luke also thanked Ms. Drye and the maintenance staff for all their timely work and assistance.
- d. Mr. Keith Simmons made a motion for Ms. Luke to draft a resolution of appreciation that the board votes on to honor the aforementioned individuals (VI, b) for their hard work and sacrifice during the holidays. Mr. Oermann seconded. The motion passed unanimously.
- e. On January 10th, Ms. Luke attended the announcement of the eleven city infrastructure projects selected by the community for the North Nashville Participatory Budget— last year the Mayor set aside \$2 million specifically for the North Nashville area, and the community members voted on special projects to designate the funds towards. Ms. Luke went on to say that this year, there were 3,000 votes from members of the Bordeaux/ North Nashville communities. One of the projects voted on was a library land acquisition in between the Bordeaux

Branch and a business named Custom Covers. The second project included improvements to the Looby Branch, which range from a mural to a community garden accessible to the public. Ms. Luke explained that these ideas are still being specified.

- f. Ms. Luke hired Ms. Alfreda Miguel as the new Program Coordinator serving the Bordeaux Branch. Ms. Miguel teamed up with Mr. Bassam Habib from Be Well NPL to plan a Health Fair on January 23rd, where community members can get access to vision and dental checks, free vaccines and boosters, and information from partners such as The Bridge Program, Music City Prep, and a number vendors and service providers.
- g. The Foundation and the Digital Inclusion program were awarded a \$50,000 grant from the West End Home Foundation.
- h. The Puppet Truck was invited to perform *The Stone Cutter* at the Frist Museum of Art and select staff were asked to perform two shows at the Nashville International Airport during the holiday season, which resulted in an \$1,100 donation from BNA to The Nashville Public Library Foundation.
- i. Mr. Simmons asked about the staffing for Wishing Chair Productions. Ms. Luke informed Mr. Simmons that Mr. Bret Wilson is the new Program Manager of Wishing Chair, and the current vacancy is the position of The Puppet Truck Manager.

VII. Foundation Report, *Shawn Bakker*

- a. Ms. Shawn Bakker informed The Library Board that Congressman Cooper and his team have moved out of the Foundation retail space. Ms. Bakker added that the Foundation is actively pursuing another tenant for that space, and a retail broker has been contacted to assist with this process. Ms. Bakker stated that The Foundation has been working with Ms. Drye and her team on making improvements in the meantime.
- b. Ms. Bakker stated that over the next few months The Foundation staff will be busy with proposals, and NPLF will specifically be submitting proposals to AllianceBernstein, Amazon, Dollar General, First Horizon, HCA, The Memorial Foundation, and Vanderbilt University for renewing contracts of support within the next couple months.

- c. Ms. Bakker predicted the bookmobile should be ready by December of this year. The bookmobile has been delayed due to supply chain issues. Dollar General specifically has been one of the largest investors in the bookmobile, but the delays will require on-going requests for increased support in order to cover the construction of the bookmobile, staffing, and library supply materials for the bookmobile.
- d. Ms. Bakker added that charter schools are the primary focus for the bookmobile since only three Nashville charter schools have physical libraries.

VIII. Staff Report

- a. Library of Things, *Noel Rutherford*
 - i. Ms. Noel Rutherford presented on plans to kickstart a non-traditional lending service at Nashville Public Library called *Library of Things*. The service would allow patrons to check out items for specified activities. Ms. Rutherford explained this would be an opportunity to allow patrons to try new activities without having to invest large amounts of money.
 - ii. The various items were categorized in the following groups: Activities and Games, Health and Fitness, Tools and Electronics, Food and Party, Crafts and Hobbies, and Musical Instruments.
 - iii. Ms. Rutherford stated this service should help the library attract younger patrons and encourage the public to think of the library in more ways than just accessible print materials. Doing so would support the library's longstanding mission to have jointly owned items available for library users.
 - iv. Ms. Rutherford explained items made available must be easily transportable, inexpensive, not too fragile, and tested before purchase to ensure quality. The items would need to be used by the patron(s) within a three-week period.
 - v. Ms. Katy Varney asked how the staff planned on caring for items if they require cleaning. Ms. Rutherford stated that most of the items do not require cleaning, but those items that may come back improperly cleaned would be taken care of by staff. Ms. Rutherford mentioned the items would be stored in the annex room.

- vi. Ms. Rutherford explained that she and her team have worked closely with Ms. Andrea Fanta and her marketing team to put promotional materials together for the public to easily learn about and access the *Library of Things* portal online.
- vii. Mr. Simmons asked what the cost would be to fund this service, and if funds were delegated from the Collections Budget. Ms. Rutherford answered that the total budget is \$10,000 and confirmed the funds come from the Collection budget. Ms. Rutherford added that the items purchased are relatively inexpensive and the team is currently under budget.
- viii. Ms. Rutherford reviewed the guidelines for borrowing: a minimum age of 18 years of age and all patrons would sign an agreement. Ms. Ezell asked what would happen if items were damaged or broken, and Ms. Rutherford ensured that most items are under \$70 in value, so there may or may not be a charge for the patron, but it would depend on the item borrowed.
- ix. The *Library of Things* was scheduled to launch February 7th.

IX. Old Business

- a. Review Library Director Job Description, *Joyce Searcy and Sherry Adams*
 - i. Ms. Sherry Adams asked if there were any additional suggestions or revisions needed for the Library Director job description. Ms. Adams expressed desire to finalize as soon as possible, as she would need to send the agreed upon document to Central Human Resources for review.
 - ii. Mr. Simmons recommended the following changes:
Under Major Job Responsibilities, changed “directs all fundraising and development activities for the library system” to “coordinates, cooperates, and participates with the Library Foundation in all fundraising and development activities for the library system.”
Under Major Job Responsibilities, added “Develops and presents a budget to local officials and the Library Foundation.” Ms. Adams suggested specifying budgets to local officials and budgets to the Library Foundation separately under this category.

Under Performance Standards, Mr. Simmons suggested simplifying the wording by changing all “ability to” wording to “skill” and reword them appropriately.

Under Performance Standards, recommended adding “Skill in philanthropic fundraising” and “Skill in working with the Mayor’s office, Metro Finance, and Metro Council to optimize funding to the library.”

Under Major Job Responsibilities, Mr. Simmons asked to clarify the approval of leave requests by stating “Approves leave requests for division heads.” Mr. Derrick Smith amended this revision request, stating under Civil Service rules there are various types of leave that would require approval from the Department Head, and since the Library Director would fall under this definition, the responsibility to “approve leave requests” would suffice as is.

- iii. Ms. Adams clarified the search firm will be looking for candidates with demonstrated experience of the “skills” or “abilities” listed in the job description. Ms. Adams reiterated the change should not significantly impact the ability for the selected search firm to find applicable candidates.
- iv. Ms. Searcy suggested amending Mr. Simmons’ recommendation under Performance Standards, and stated “Mayor’s office, Metro Finance, and Metro Council” should be replaced with a catchall phrase to encompass each of these factions. Ms. Adams agreed and informed the Library Board that compared to other job descriptions she’d reviewed most had a more general description.
- v. Under Major Job responsibilities, Mr. Simmons recommended changing “Assists with lay-out and installation of shelving, books, and supplies” to “Oversees lay-out and installation of shelving, books, and supplies.”
- vi. Ms. Ezell asked for Ms. Adams to restate what happens next. Ms. Adams explained she would apply the changes discussed to the job description and send the amended document to Central HR. Central HR would then review and potentially revise said job description and submit the document to be added to the agenda for Civil Service’s February meeting.

- b. Ms. Searcy made a motion to approve the Library Services Director job description as amended. Ms. Ezell seconded. The motion passed unanimously.

X. Adjournment

- a. The meeting was adjourned at 1:08 PM.

Next Scheduled Board of Trustees Meeting

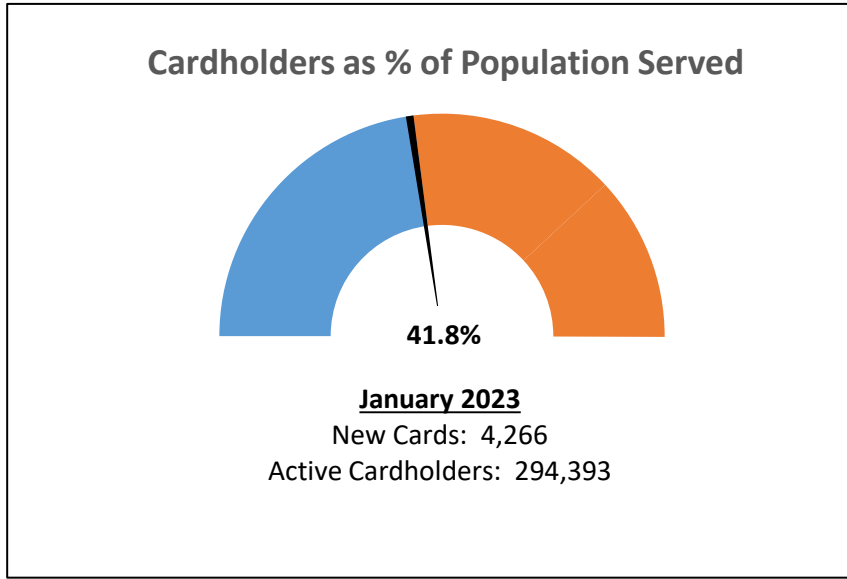
12:00 PM – February 21, 2023

Green Hills Branch

3701 Benham Ave, Nashville, TN 37215

Respectfully submitted by Lana Boleyjack.

Statistical Summary – February 21, 2023
Nashville Public Library

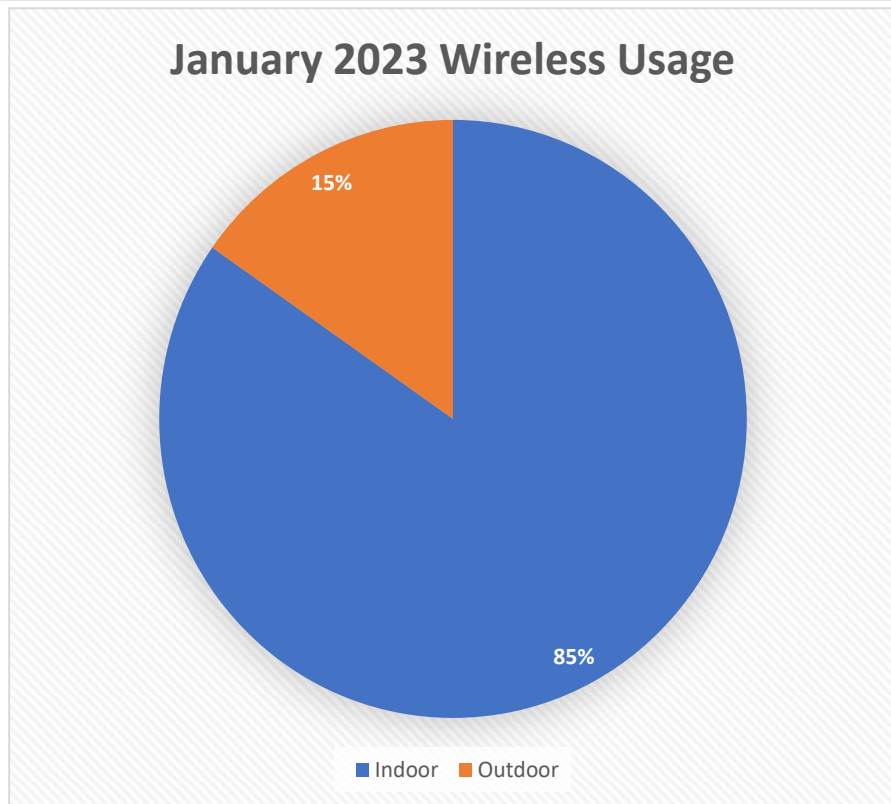
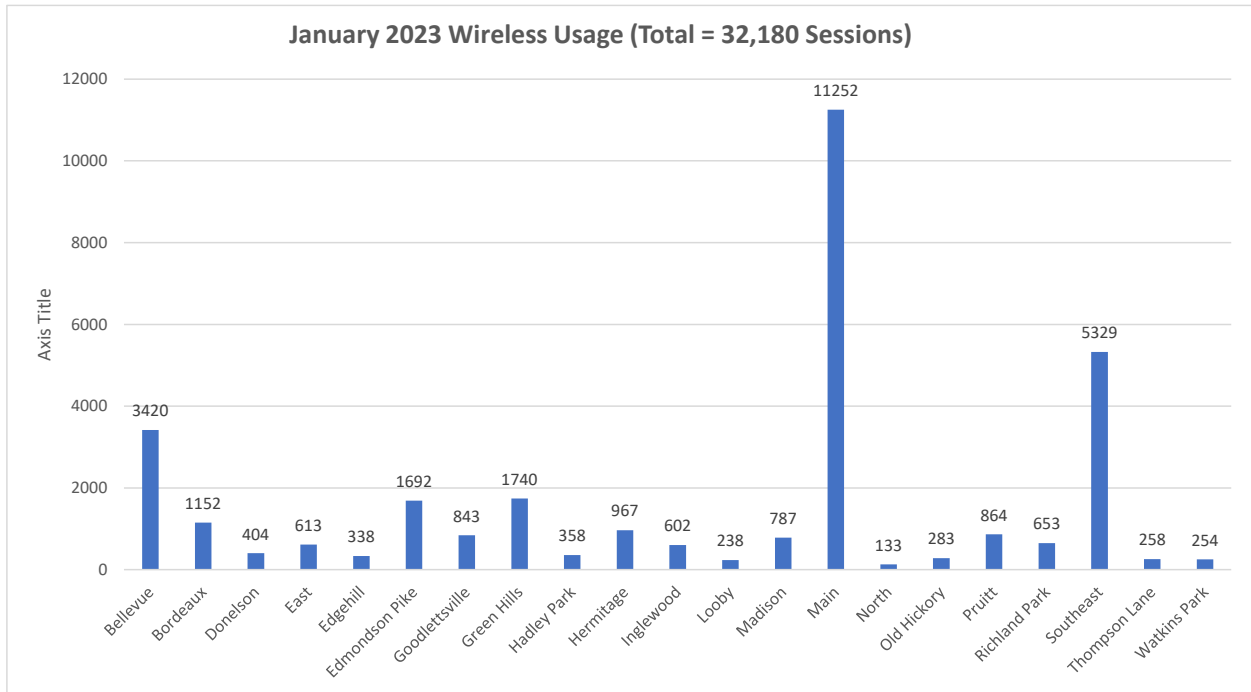


Cardholders	Jan-23	Jan-23 Year-to-Date	Active Patron Cards
New Registrations	4,266	27,068	294,393

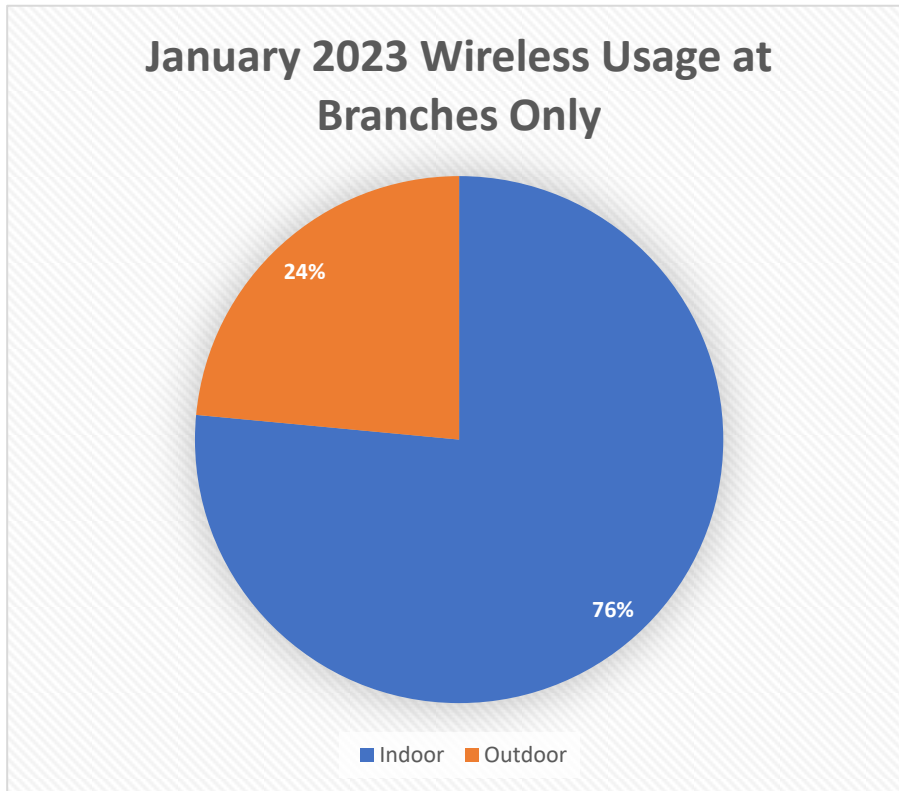
Volunteer Services	Jan-23	Jan-22	% Change 2023-2022
Number of Volunteers	168	126	33.33%
Volunteer Hours	1111.00	932.00	19.21%

Statistical Summary – February 21, 2023
Nashville Public Library

Wireless Data



Statistical Summary – February 21, 2023
Nashville Public Library



Database and Website Data

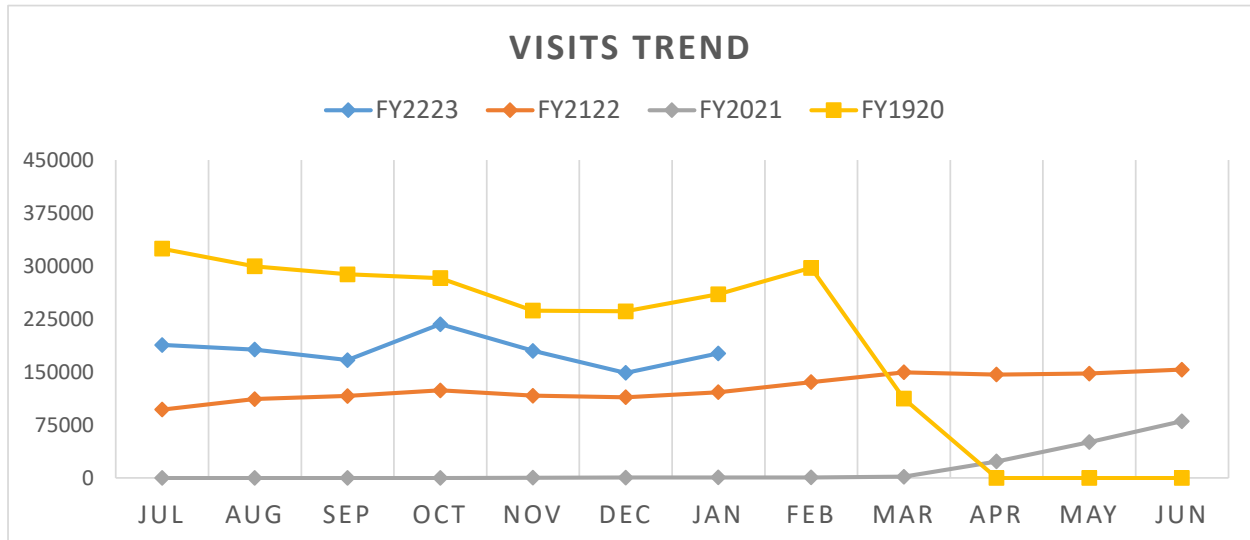
Public Computer Use			% Change 2023-2022
	Jan-23	Jan-22	
Total On Site Computer Use	19,564	12,607	55.18%
Total Wireless Use	32,180	51,077	-37.00%

Website Visits			% Change 2023-2022
	Jan-23	Jan-22	
Webserver	406,382	378,465	7.38%

Database Usage			% Change 2023-2022
	Jan-23	Jan-22	
Sessions	10,188	10,631	-4.17%

Statistical Summary – February 21, 2023
Nashville Public Library

Visits



Visits	Jan-23 Visits	Jan-22 Visits	% Change 2023-2022	Jan-23 Circ / Visit	Jan-22 Circ / Visit	% Change 2023-2022
Bellevue	14,091	7,825	80.08%	2.29	3.76	-39.15%
Bordeaux	4,187	3,365	24.43%	1.40	1.60	-12.12%
Donelson	6,306	3,710	69.97%	1.44	1.50	-3.98%
East	11,115	5,262	111.23%	0.59	0.85	-30.67%
Edgehill	3,096	1,104	180.43%	1.12	2.09	-46.43%
Edmondson Pike	10,115	7,469	35.43%	3.02	3.61	-16.33%
Goodlettsville	4,641	4,770	-2.70%	2.91	2.43	20.01%
Green Hills	14,995	12,008	24.88%	2.61	3.17	-17.76%
Hadley Park	1,494	981	52.29%	1.34	1.96	-31.71%
Hermitage	5,651	8,078	-30.04%	3.04	2.85	6.71%
Inglewood	14,326	9,868	45.18%	0.77	0.87	-12.06%
Looby	2,707	1,552	74.42%	0.97	1.25	-22.56%
Madison	10,832	10,897	-0.60%	0.89	0.87	2.61%
Main	30,943	21,923	41.14%	1.47	1.94	-24.51%
North	3,404	1,546	120.18%	0.68	1.39	-51.24%
Old Hickory	2,951	1,944	51.80%	1.77	1.81	-1.83%
Pruitt	6,797	1,544	340.22%	0.26	0.73	-64.90%
Richland Park	7,510	5,111	46.94%	1.72	2.12	-18.47%
Southeast	8,106	4,319	87.68%	1.84	3.18	-42.15%
Thompson Lane	9,593	5,727	67.50%	0.71	1.12	-36.78%
Watkins Park	3,477	2,332	49.10%	0.11	0.30	-64.70%
NPL Total	176,337	121,335	45.33%	1.55	2.06	-24.92%

Statistical Summary – February 21, 2023
Nashville Public Library

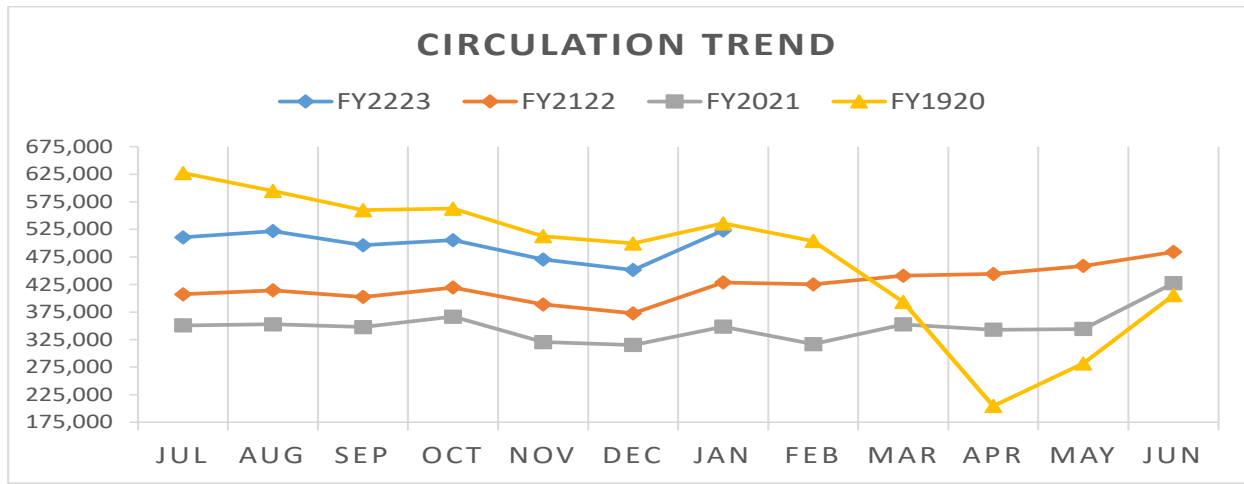
Circulation Data

eMedia Circulation*

January 2023

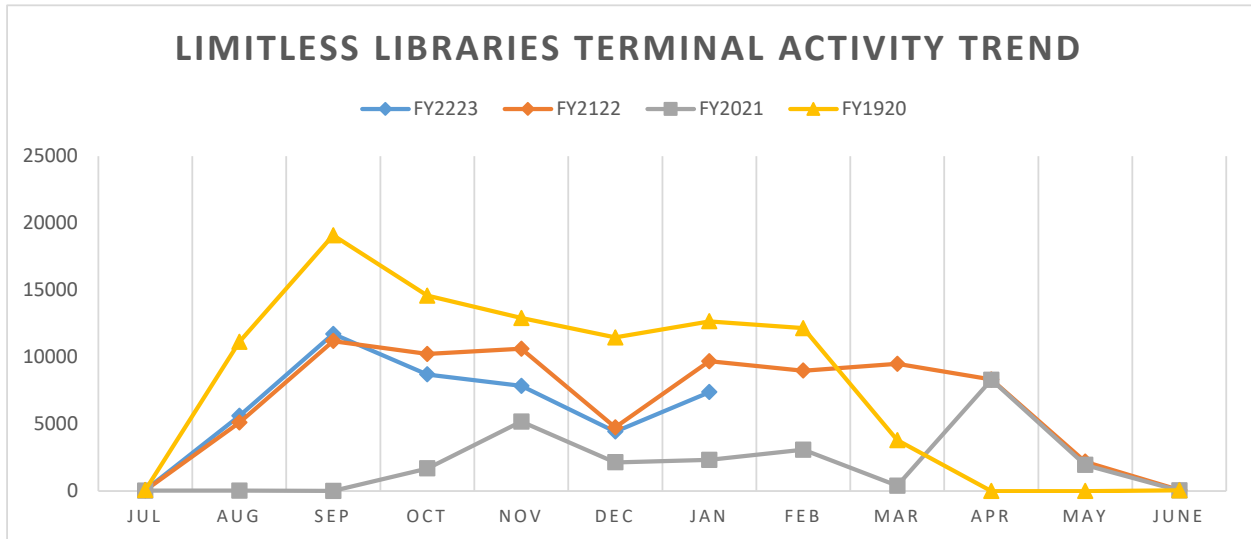
eAudiobooks	eVideos	eBooks	eMusic	eMagazines	Total
117039	6941	117039	1574	7724	250317

*eMedia accounts for 47% of total December 2022 circulation.



Circulation	Month				Fiscal Year-to-Date		
	Jan-23 Circulation	Jan-23 % of Total	Jan-22 Circulation	% Change 2023-2022	Jan-23 Year-to-Date	Jan-22 Year-to-Date	% Change 2023-2022
Bellevue	32,270	6.17%	29,452	9.57%	228,816	213,393	7.23%
Bordeaux	5,870	1.12%	5,368	9.35%	42,592	37,459	13.70%
Donelson	9,078	1.74%	5,562	63.21%	54,420	33,095	64.44%
East	6,559	1.25%	4,479	46.44%	42,759	30,341	40.93%
Edgehill	3,466	0.66%	2,307	50.24%	21,328	14,988	42.30%
Edmondson Pike	30,580	5.85%	26,987	13.31%	205,353	197,700	3.87%
Goodlettsville	13,520	2.59%	11,579	16.76%	93,672	85,563	9.48%
Green Hills	39,079	7.47%	38,051	2.70%	278,352	270,414	2.94%
Hadley Park	2,002	0.38%	1,925	4.00%	12,997	10,193	27.51%
Equal Access	259	0.05%	281	-7.83%	1,911	1,604	19.14%
Hermitage	17,194	3.29%	23,033	-25.35%	172,791	173,219	-0.25%
Inglewood	11,001	2.10%	8,617	27.67%	69,982	57,161	22.43%
Looby	2,615	0.50%	1,936	35.07%	17,517	11,626	50.67%
Madison	9,671	1.85%	9,482	1.99%	78,616	68,219	15.24%
Main	45,171	8.64%	42,357	6.64%	305,859	300,727	1.71%
North	2,305	0.44%	2,147	7.36%	15,367	14,127	8.78%
Old Hickory	5,229	1.00%	3,509	49.02%	33,625	21,939	53.27%
Pruitt	1,743	0.33%	1,128	54.52%	10,618	8,114	30.86%
Richland Park	12,952	2.48%	10,811	19.80%	88,945	62,026	43.40%
Southeast	14,901	2.85%	13,725	8.57%	108,092	97,108	11.31%
Thompson Lane	6,773	1.30%	6,396	5.89%	48,347	40,933	18.11%
Watkins Park	369	0.07%	701	-47.36%	6,191	4,051	52.83%
eMedia	250,317	47.87%	178,168	40.49%	1,540,265	1,073,769	43.44%
Talking Library	1	0.0002%	3	-66.67%	14	12	16.67%
NPL Total	522,925		428,004	22.18%	3,478,429	2,827,781	23.01%

Statistical Summary – February 21, 2023
Nashville Public Library



Statistical Summary – February 21, 2023
Nashville Public Library

January Programming Data

In-Person

January 2023	# of Programs	# of Attendees
TOTAL	910	15676

Outreach

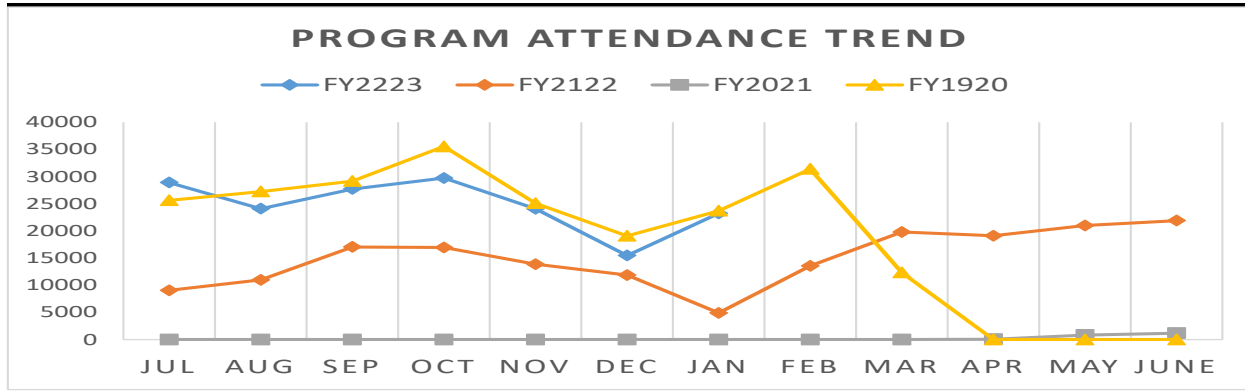
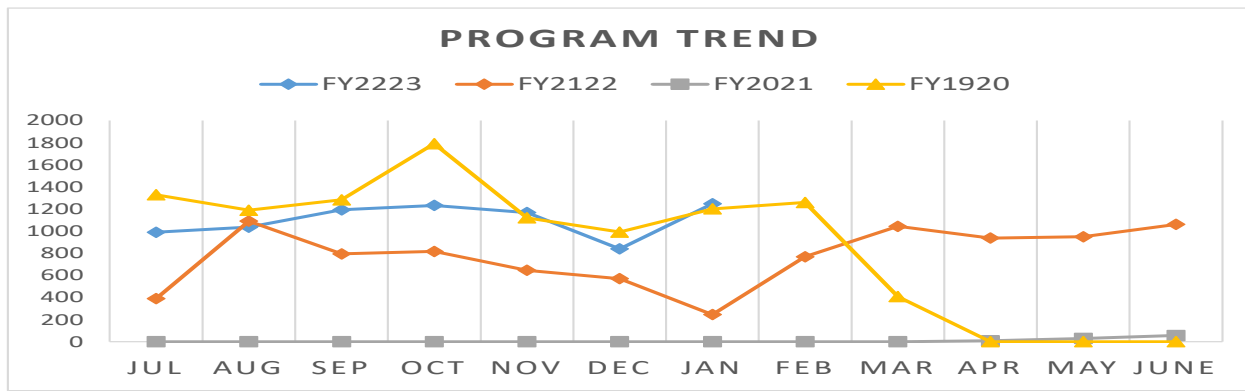
January 2023	# of Programs	# of Attendees
TOTAL	129	1415

Virtual

January 2023	# of Programs	# of Attendees
TOTAL	20	227

	Juvenile (0-5)						Juvenile (6-11)						Teen						Adult						Senior													
	Library		Outreach		Virtual		Library		Outreach		Virtual		Library		Outreach		Virtual		Library		Outreach		Virtual		Library		Outreach		Virtual									
	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.								
ARCHIVES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	189	0	0	0	0	0	0	0	0	0	0							
BELLEVUE	13	682	0	0	0	0	5	106	0	0	0	0	20	226	0	0	0	0	17	140	0	0	1	6	1	6	0	0	0	0	0							
BORDEAUX	11	128	0	0	0	0	4	59	0	0	0	0	39	505	2	139	0	0	12	269	0	0	0	0	4	53	1	25	0	0	0							
BSTL	0	0	17	543	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	32	4	28	10	37	0	0	0	0	0	0	0	0						
ADULT LITERACY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
DONELSON	11	329	4	73	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21	211	1	5	0	0	0	0	0	0	0	0	0	0	0	0				
EAST	11	254	8	150	0	0	0	0	0	1	45	0	0	32	410	0	0	0	0	3	33	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
EDGEHILL	4	22	1	25	0	0	17	162	0	0	0	0	0	0	0	0	0	0	3	16	1	40	0	0	0	0	0	0	0	0	0	0	0	0	0			
EDMONDSON PIKE	25	1107	0	0	0	0	1	16	1	7	0	0	38	113	7	10	0	0	29	340	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
GOODLETTSVILLE	7	204	1	25	0	0	5	51	0	0	0	0	7	42	1	21	0	0	9	81	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
GREEN HILLS	20	647	0	0	0	0	5	130	0	0	0	0	32	483	0	0	0	0	18	104	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
HADLEY PARK	8	19	0	0	0	0	4	13	4	60	0	0	0	0	0	0	0	0	6	28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
HERMITAGE	9	207	1	45	0	0	3	48	0	0	0	0	2	45	0	0	0	0	15	138	0	0	1	46	0	0	0	0	0	0	0	0	0	0	0	0	0	
INGLEWOOD	10	387	3	178	0	0	3	46	2	65	0	0	0	0	0	0	0	0	2	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
LOOPY	0	0	0	0	0	0	7	60	0	0	0	0	0	0	0	0	0	0	1	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
MADISON	10	310	0	0	0	0	2	41	0	0	0	0	19	85	2	49	0	0	8	78	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
MAIN - ADULTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	156	921	2	126	1	6	0	0	0	0	0	0	0	0	0	0	0	0	0	
MAIN - CHILDRENS	11	656	0	0	0	0	8	230	1	3	0	0	0	0	0	0	0	0	1	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
DIGITAL INCLUSION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
EQUAL ACCESS	0	0	0	0	1	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	34	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PUPPET TRUCK	0	0	32	2651	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	1	19	0	0	0	0	0	1	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STUDIO_NPL	0	0	0	0	0	0	0	0	0	0	0	0	24	599	13	209	0	0	1	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MAIN - TEENS	0	0	0	0	0	0	0	0	0	0	0	0	24	226	1	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WISHING CHAIR	21	2271	0	0	0	0	1	85	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SYSTEMWIDE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NORTH	3	13	3	22	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OLD HICKORY	6	97	0	0	0	0	2	31	1	33	0	0	2	10	1	17	0	0	1	6	2	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PRUITT	0	0	0	0	0	0	22	625	0	0	0	0	7	81	0	0	0	0	16	1076	6	96	3	23	4	80	8	40	0	0	0	0	0	0	0	0	0	0
RICHLAND PARK	11	550	0	0	0	0	5	116	0	0	0	0	0	0	0	0	0	0	11	52	2	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SOUTHEAST	9	225	1	40	0	0	13	141	0	0	0	0	21	156	4	89	0	0	27	301	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0
THOMPSON LANE	5	134	3	68	0	0	2	26	2	46	0	0	2	11	1	11	0	0	5	36	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WATKINS PARK	0	0	0	0	0	0	4	65	0	0	0	0	1	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	205	8242	74	3820	1	15	113	2051	12	259	0	0	271	3017	32	560	0	0	376	4119	21	327	20	227	58	298	64	269	0	0	0	0	0	0	0	0	0	

Statistical Summary – February 21, 2023
Nashville Public Library



Financial – February 21, 2023

Nashville Public Library

2/2/2023	Appropriations	Encumbered (current)	Spent (cumulative)	Free Balance	Committed (cumulative)	% Committed	Committed during 1/2023
Metro-4% Funds	\$ 4,640,515.42	\$ 99,307.28	\$ 1,723,919.52	\$ 2,817,288.62	\$ 1,813,147.65	39.07%	\$ 299,553.12
Foundation	\$ 629,785.75	\$ 375.57	\$ 5,527.97	\$ 623,882.21	\$ 5,903.54	0.94%	\$ 539.31
Subscriptions	\$ 197,800.00	\$ -	\$ 109,016.63	\$ 88,783.37	\$ 109,016.63	55.11%	\$ 19,075.11
Grants	\$ 737,500.00	\$ 73,779.55	\$ 624,800.29	\$ 38,920.16	\$ 698,579.84	94.72%	\$ 42,671.19
	\$ 6,205,601.17	\$ 173,462.40	\$ 2,463,264.41	\$ 3,568,874.36	\$ 2,626,647.66	42.33%	\$ 361,838.73

Personnel Summary– February 21, 2023

Nashville Public Library

2023 New Hires

<u>Name</u>	<u>Classification</u>	<u>Hire Date</u>	<u>Location</u>
Rebecca Price	Program Coordinator	1/9/2023	Nash Room
Bassam Habib	Program Coordinator	1/9/2023	Main - Be Well
Caroline Cronin	Program Spec 2	1/9/2023	BBTL
Sarah Bolek	Lib Performing Artist	1/9/2023	Wishing Chair
Sally Furukawa	Lib Performing Artist	1/9/2023	Wishing Chair
Brian Waltman	Lib Performing Artist	1/9/2023	Wishing Chair
David Torres-Fuentes	Lib Performing Artist	1/9/2023	Wishing Chair
Klem-Mari Cajigas	Program Supervisor	1/9/2023	BBTL
Ashley Monk	Program Specialist	1/9/2023	Inglewood(transf from S
Danny Oliver	Program Spec 2	1/9/2023	Digital Inclusion
Cheryl Hadley	Program Spec 2	1/9/2023	Digital Inclusion
Daniel Ketner	Program Spec 2	1/23/2023	LSHI
William Phillips	Maint & Repair Wk Sr	1/23/2023	Custodian Srvs(transf fr

Promotions 2023

<u>Name</u>	<u>Classification</u>	<u>Resignation Date</u>	<u>Location</u>
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2023 Resignations

<u>Name</u>	<u>Classification</u>	<u>Resignation Date</u>	<u>Location</u>
Lucille Schuster	Library Page	1/4/2023	Main - Reference
Skye Moss	Program Specialist 2	1/11/2023	Looby
Ashley Payne	Maint & Repair Wk Sr	1/20/2023	Mailroom(transfer to W:
Dawn Gardner	Library Manager 2	1/27/2023	Goodlettsville

Personnel Summary – February 21, 2023

Nashville Public Library

Division / Branch	Title	Grade	Name	FPS	FTE	Date Vacant	Notes
DIRECTOR	ADMINISTRATIVE SPECIALIST	ST11	VACANT (PHOUTHAVONG EVANS, M)	F	1.00	12/12/22	
OP & MAIN	BLDG MAINT MECH	TG13	VACANT - NEW	F	1.00	7/1/22	Interviewing
OP & MAIN-MN	BLDG MAINT MECH	TG13	VACANT (ISLAM, M)	F	1.00	11/14/22	Interviewing
BORDX	CIRCULATION ASST	ST05	VACANT (POWELL, S)	F	1.00	11/28/22	
CIRC	CIRCULATION ASST	ST05	VACANT (AUERWECK, J)	F	1.00	1/9/23	
ED PIKE	CIRCULATION ASST	ST05	VACANT (FALCON, R)	F	1.00	2/20/23	
HERM	CIRCULATION ASST	ST05	VACANT - NEW	F	1.00	7/1/21	
HERM	CIRCULATION ASST	ST05	VACANT (WATERS, A)	F	1.00	12/30/22	
LOOBY	CIRCULATION ASST	ST05	VACANT (BRADFORD, A)	F	1.00	11/28/22	
OP & MAIN-BR	CUSTODIAN - Branch	TG07	VACANT (ALBADER, R)	F	1.00	5/15/22	Starts in February 2023
OP & MAIN-BR	CUSTODIAN - Branch	TG07	VACANT (KING, R)	F	1.00	11/3/22	
OP & MAIN-BR	CUSTODIAN - Branch	TG07	VACANT (MULLINS, L)	F	1.00	2/15/22	Starts in February 2023
OP & MAIN-MN	CUSTODIAN - Main	TG07	VACANT - NEW 1/2 YEAR	F	1.00	1/1/22	Starts in February 2023
CONF CNTR	CUSTODIAN - Mn Conf Ctr	TG07	VACANT - NEW	F	1.00	7/1/22	
ADMIN SVCS	EQUIPMENT & SUPPLY CLERK	ST06	VACANT - NEW	F	1.00	7/1/22	
ADMIN SVCS	FINANCE ADMINISTRATOR	OR08	VACANT (MCELRATH-PROSSER, A)	F	1.00	8/15/22	Reposting job
ADMIN SVCS	FINANCE OFFICER	OR04	VACANT - NEW	F	1.00	7/1/22	
ADMIN SVCS	HUMAN RESOURCE ANALYST	OR04	VACANT - NEW	F	1.00	7/1/22	
TALKING	INFO SYSTEMS MEDIA TECH 1	OR02	VACANT - NEW	P	0.49	7/1/22	
NECAT	IS MEDIA ANALYST 3	OR06	VACANT - NEW	F	1.00	7/1/22	
NECAT	IS MEDIA TECH 2	OR03	VACANT - NEW	F	1.00	7/1/22	
NECAT	IS MEDIA TECH 2	OR03	VACANT - NEW	F	1.00	7/1/22	
ED PIKE	LIBRARIAN 1	ST09	VACANT (DELANEY, R)	F	1.00	6/1/22	
GRN HILLS	LIBRARIAN 1	ST09	VACANT (KINZER, K)	F	1.00	11/17/22	
REF	LIBRARIAN 1	ST09	VACANT (BARRETT, M)	F	1.00	9/30/22	
HERM	LIBRARIAN 2	ST10	VACANT (SHAFFER, P)	F	1.00	12/30/22	
REF	LIBRARY ASSOC	ST06	VACANT (WOODS, C)	F	1.00	10/15/22	
TEENS	LIBRARY ASSOC	ST06	VACANT (ROMINES, J)	F	1.00	7/25/22	
GOOD	LIBRARY MGR 2	OR06	VACANT (GARDNER, D)	F	1.00	1/27/23	
THOMP	LIBRARY MGR 2	OR06	VACANT (JENSEN, L)	F	1.00	12/2/22	
BELLEVUE	LIBRARY MGR 3	OR07	VACANT (HERBST, L)	F	1.00	12/27/22	
GRN HILLS	LIBRARY PAGE	ST02	VACANT (WOLFENSOHN, M)	P	0.49	9/3/22	
HERM	LIBRARY PAGE	ST02	VACANT (HAWTHORNE, C)	P	0.49	12/29/22	
REF	LIBRARY PAGE	ST02	VACANT (SCHUSTER, L)	P	0.49	1/5/23	
ED PIKE	LIBRARY PAGE	ST02	VACANT (SCHWINDT, M)	P	0.49	9/19/22	
WISH CHAIR	LIBRARY PERFORMING ARTIST	ST07	VACANT (TANNER, M)	F	1.00	9/30/22	
DELIVERY	MAINTENANCE & REPAIR WORKER SR	TG09	VACANT (PAYNE, A)	F	1.00	1/20/23	
TALKING	OFFICE SUPPORT REP	ST05	VACANT (ADKINS, M)	P	0.49	6/8/22	
BELLEVUE	PROGRAM SPEC 2	ST06	VACANT (WAGNER, L)	F	1.00	8/8/22	
ED PIKE	PROGRAM SPEC 2	ST08	VACANT (KEENEY, S)	F	1.00	7/1/22	
HR IMP	PROGRAM SPEC 2	OR01	VACANT - NEW	F	1.00	7/1/22	
LOOBY	PROGRAM SPEC 2	ST06	VACANT (MOSS, S)	F	1.00	1/11/23	
NORTH	PROGRAM SPEC 2	ST08	VACANT (BATTILLA, B)	F	1.00	6/13/22	
NORTH	PROGRAM SPEC 2	ST06	VACANT (MOUSSA, A)	F	1.00	9/3/22	
RICH PK	PROGRAM SPEC 2	ST06	VACANT (GILLEN, K)	F	1.00	10/30/22	
TEENS	PROGRAM SPEC 2	ST06	VACANT (ALLEN, A)	F	1.00	9/21/22	
WISH CHAIR	PROGRAM SUPV	ST10	VACANT (WILSON, B)	F	1.00	12/26/22	
SECURITY	SEC OFFICER COORD	ST09	VACANT (GAYER, J)	F	1.00	12/25/22	Approved to post job
SECURITY	SECURITY GUARD	ST06	VACANT - NEW	F	1.00	7/1/22	Interviewing
SECURITY	SECURITY GUARD	ST06	VACANT - NEW	F	1.00	7/1/22	Interviewing
SECURITY	SECURITY GUARD	ST06	VACANT - NEW	F	1.00	7/1/22	Interviewing
SECURITY	SECURITY GUARD	ST06	VACANT - NEW	F	1.00	7/1/22	
SECURITY	SECURITY GUARD	ST06	VACANT (HOLT, E)	F	1.00	9/8/22	Interviewing
OP & MAIN	TECHNICAL SPEC 2	OR06	VACANT - NEW	F	1.00	7/1/22	Starts in February 2023

Brief Area Updates – February 21, 2023
Nashville Public Library

ADMINISTRATIVE SERVICES

Safety & Security: January 2023

Special events requiring Security during the month of January:

- Travel channel came and filmed at the Main Library on a Sunday for 4-hours before the library opened to the public.
- Mark Crowder worked evening Shift until mid-night for 9 days while new flooring was installed at Main in the Administrative hallway.
- There was a Health Fair in the Parking lot at Bordeaux branch on Saturday, January 28, 2023.
- NPL has new postings for both Security Guard and Security Officer Coordinator positions. We hope to fill current vacancies soon.
- Gwen Brady demonstrated the new Incident Tracker reporting system at January’s Managers meeting. All facilities started using the new tracker system February 1, 2023.
- Larry Jirik and Mark Crowder received all the new badging system equipment and have started making new employee access/ identifying badges for all staff.

Total number of incident reports for the month of **January (49)** and related categories per incident report went up from 39 incident reports in December:

Below is the number of Incident Reports per Branch and then breakdown of each Branch

NOTE: Each report could have one or more conduct violations, a safety or security concern, and an injury or accident associated with the report which could or could not result in a suspension.

Number of Incident Reports per Branch	
Bellevue Branch	6
Bordeaux Branch	1
Edgehill Branch	3
Hadley Park Branch	1
Madison Branch	3
Main Library	32
Pruitt Branch	1
Richland Park Branch	2
Total	49

Bellevue Branch	
Conduct or Rule Violation	5
Injury or Accident	1
Suspensions	3

Bordeaux Branch	
Conduct or Rule Violation	1
Suspensions	1

Edgehill Branch	
Conduct or Rule Violation	2
Injury or Accident	1
Safety or Security Incident	1
Suspensions	2

Main Library	
Conduct or Rule Violation	29
Injury or Accident	3
Suspensions	28

Hadley Park Branch	1
Conduct or Rule Violation	1
Suspensions	1

Madison Branch	3
Conduct or Rule Violation	2
Injury or Accident	1
Suspensions	2

Pruitt Branch	1
Conduct or Rule Violation	1
Suspensions	1

Richland Park Branch	2
Conduct or Rule Violation	2
Suspensions	2

Number of Injury or Accident and Safety or Security Incidents			
911 for assistance	2	Illness / Accident	1
Ambulance	4	Mobile Crisis	1
Police called		1	

Number of Conduct or Rule Violations					
#1		#9		#17	14
#2		#10	1	#18	
#3	2	#11		#19	5
#4	2	#12		#20	3
#5	6	#13	1	#21	1
#6	3	#14	9	#22	1
#7		#15	3	#23	
#8	10	#16	12		

Suspensions	42
5 days	1
30 days	18
90 days	8
180 days	1
365 days	14

Top 2 Conduct Violations	
2-16 Intentionally damaging or stealing	12
2-17 Intentionally engaging in harassing	14

Delivery: January 2023

Main:

- We received 364 incoming UPS packages and sent 30 packages UPS GROUND.
- There were 64 overnight packages received from FedEx, DHL, etc.
- We received 98 inserts of mail from the United States Post Office, and we sent 58 inserts of mail to Metro Mail for postage.
- There were 27 special deliveries from [Ricoh](#), [Supply Room](#), [Firefly](#), [Amazon](#), etc.

Branches:

- We moved: 5,529 hold bins (176,928 items)
3,957 non-hold bins (126,624 items)
1,326 Circulation/Main bins (42,432 items).

Total of 10,812 bins moved.

Total item count of 345,984.

An average of 541 bins and **17,299** items moved per day.

23 skids were sent to Pratt Industries for book recycling.

6 skids were sent to BWB.

Daily Complete Percentage:

Holds 20 of 20 days for 100% in December.

Facilities Maintenance: January 2023

Tamis work order report shows 316 work requests, 266 completed, 50 still active with an 85% completion rate for the month of January.

January 1st - January 31st, 2023					
Craft	Month	Total # Work Orders	# Completed	# Active	Completion %
None Entered	January 2023	6	0	6	0%
Administration	January 2023	3	0	3	0%
Branch Custodial Services	January 2023	96	92	4	96%
Canceled	January 2023	2	2	0	100%
Contractor	January 2023	1	0	1	0%
Grounds	January 2023	19	18	1	95%
Main Custodial Services	January 2023	3	0	3	0%
Maintenance	January 2023	186	154	32	83%
		Quantity	Completed	Active	Completion %
		316	266	50	85%

January Grounds/ Custodial/ Maintenance 2023 projects: Maintenance with 3 employees completed 148 work orders as of January 31, 2023.

Maintenance

1. Madison monitoring the damage repairs caused by the cold weather events in December 2022. Still waiting on 2 VAV boxes from Lee Co. to complete all repairs.
2. Installed new water heater and Pressure Reducing Valve (PRV) to reduce water pressure to the building.
3. Repairs at Elm Hill Pike Archives off-site storage due to December weather event that caused pipes to burst. Replaced water line, relocated hot water heater, cut and repair drywall from flooding.
4. Over saw repairs to Main AHU #3 that went out during December weather event's power surge.
5. Main chilled water pumps and new variable speed drives installed.
6. East main sewage cleared.
7. Pruitt, new HVAC unit for main desk replaced and new unit for staff work room.
8. New PC for key software installed.
9. Hermitage, new boiler installed.
10. Hermitage, chiller display screen replaced.
11. Main – continued pest control treatment.
12. Main – steam boiler back working and continue to carry one pallet of salt to penthouse monthly.

BRANCH SERVICES

MDHA AWARD: Pruitt is the proud recipient of the MDHA Community Anchor Award for 2022. The Metropolitan Development and Housing Agency recognized the branch for their hard work to bring vital services and hot meals to those who need them most in the community.



FUNDRAISER: Donelson launched an apparel fundraiser for Friends of the Library in support of Nashville Public Library Foundation and earmarked for a Mobile Demonstration Kitchen in the new Donelson Branch. The fundraiser ran through January 30, 2023, after which this design will be gone forever!



HEALTH FAIR: Bordeaux Outreach Specialist Alfreda Miguel partnered with Bassam Habib, Be Well at NPL, to plan a Community Health Fair that was held on January 28, 2023. It was an excellent opportunity to build partnerships with local organizations including the Mayor's Office of Community Engagement. The health fair falls within Deputy Mayor Brenda Haywood's Communities of Color initiative in which the primary goal is "Improving Health Equity & Wellness in Nashville & Davidson County through Community Engagement". Alfreda has also been able to establish partnerships with Nashville General Hospital, Meharry Medical College,

Meharry Dental School, Vanderbilt University Medical Center, Metro Public Health Department, Music City Prep, ShowerUp Nashville, and Breaking the Sickle Cell Foundation. Many members of the community attended this event.

BUILDING UPDATES: A mini renovation is underway for the Green Hills Teen Room, including the installation of an emergency exit door, a new layout, and fresh paint. We are waiting on orders for new computer tables, a staff desk, a modular sectional, and acoustical panels. An additional door was also added to the branch manager’s office.

HOLIDAY CHEER: Branches celebrated the holidays with a wide variety of programs and events, including Edmondson Pike’s Holiday Extravaganza, choral holiday music at Donelson, a visit by Mr. and Mrs. Claus at Bordeaux, an *Elf* viewing party at Madison, and ornament crafts at Watkins Park. Hermitage held their 2nd Annual Tree Lighting event, including a performance of *Hansel and Gretel* by the Puppet Truck and a family ornament-making workshop. Inglewood hosted Mr. and Mrs. Claus, cookie decorating, and a Noon Year’s Eve Party. Old Hickory staff participated in the Old Hickory Village Tree Lighting and Thompson Lane hosted a holiday party. Pruitt hosted the MDHA Christmas Giveaway, where community residents could shop for free and all children in attendance received a bicycle.



WINTER FUN: Branch staff got creative making these winter themed displays!





COLLECTIONS & TECHNOLOGY

Technology

- Began replacing staff badges with updated Metro badges that are more secure and standardized.
- Mini tech renovation at Green Hills Teen Center completed.
- Removing Internet Explorer from computers.

Production Services:

- A/V for 29 NPL requests.
- NPL Universe Filming Schedule
 - 3 Videos Recorded for staff and Conference Center Events.
 - Published 5 videos on NPL Universe.
 - Completed captioning for 386 minutes of footage.
- NPL Universe Stats
 - 15.6K channel wide views
 - 5.3k hours of watch time
- Podcasts
 - Recorded - 9 New episodes Family Folktales, & Just Listen. Completed edits for all 9
 - Published - 6 episodes.

NECAT

- Added 17 new members.
- Booked 27 producer led productions (135 hours)
- 213 people visited NECAT studio for productions, classes, meetings, editing.

NPL Programming Run Time	12706.97 Minutes
MTSU Programming Run Time	7215.03 Minutes
New First Run Programs	4
New First Run Episodes	123
New NPL Carousel Bulletins	1

- Worked with CableCast to fix a bad RAID on the VIO4+
- Repainted the green screen cyclorama.
- Repainted the studio.

Materials Management

- Introduced a new weeding list using Collection HQ software that includes last copy notification and DEI information so staff can make more informed weeding decisions.
- Collection Development Librarians responded to a total of 710 material requests in PIKA and LibAnswers from staff and library customers.
- Noel negotiated a new vendor agreement with Playaway that includes a larger discount off the list price than we had previously.
- Beth posted the following blogpost: *New Year, New Editions: Reissues* and posted the following spotlights: *National Soup Month, Books to Movies & TV in 2023*.
- Ben posted two collection spotlights: *Dry January, National Train Your Dog Month*.
- Amanda wrote and posted two blog posts: *Tomes for the New Year, Island Romances for Blustery Days*.
- Susan Poulter prepped and recorded seven stories for the Family Folktales podcast: *The Prince and the Dragon, The Adventures of Covan the Brown-Haired, Clever Maria, The Merry Wives, The Blue Mountains, Drakestail, and The Enchanted Knife*. Susan also worked on loading four podcasts for our users' listening pleasure: *The Prince and the Dragon, Madschun, The Crystal Coffin, and The Little Gray Man*.

Materials Management Statistical Report Jan, 2023

Jan New Circulation		
User category	# of Unique Users	Items checked out
Digital	39,597	239,934
Physical	21,782	145,397*
Totals =	61,379	385,331
Jan New Acquisitions		
Format	Copies added	
Digital	6,072	
Physical	6,920	
Totals =	12,992	

***Physical checkout statistics do not include renewals as this report is used by Material Services to determine the demand for content, not how long customers want to borrow the content.**

Shared Systems

- Updating ILS (CarlX) user manual.
- Circulation Committee updated the following procedures: Patron Registration, system access, adding and deleting notes, circulation – returns. The committee has also worked on requirements and structure for an outreach/new patron handout that highlights key library services.
- Working with Limitless to provide access to NPL materials to the 110+ staff and students of American Baptist College. Plan has been approved, waiting on ABC.
- The work on translating the Limitless Libraries site to Spanish has been completed by the vendor and is with NPL staff for review.
- Jenny Lane held two webinars for NPL staff to introduce Patron Point (online library card registration) and answer questions. She is working with Larry Jirik and Ryan Darrow to get tablets patrons can be given to use for registering in branches/ Main
- Jenny Ellis built landing pages for Library of Things and Patron Point. She is working on a registration landing page that will be the starting point for the new tablets branches receive before Patron Point goes live. This page will allow patrons to register for a library card, sign up for Summer Reading or sign up for Read to Rise.
- Bryan Jones upgraded Aspen (Discovery Layer) to 23.01.02.

EDUCATION & LITERACY

Adult Literacy @ NPL

Jamil Sameen has been hard at work on the Adult Education Spring Summit, which will take place May 12th at the Main Library. A contractor will be employed to help organize the event. The theme will focus on coaching for adult educators and adult learners. The Spring Summit will include the 2023 Adult Educator of the Year Award. There are eight nominations, and there is a selection committee formed that will score the applicants to determine the winner and the runner-up.

Human Resources posted vacancies in the Adult Literacy division, and Jamil and Liz Atack have begun to review applications. Interviews will happen in early to mid-February.

Jamil Sameen has been assisting with translating the NPL website into Kurdish and Arabic. The translations have been completed and are now live!

The mobile lab served 39 learners at Project Return, and 24 NPL cards were issued to learners.

Nashville Helps soft launch continues. There were 7 requests in total for January.

Jamil Sameen attended the Friends of Education Mixer at the Fisher Center for Performance and Arts at Belmont University earlier this month.

Be Well

The first annual Bordeaux Community Health Fair took place on the January 28th. Be Well partners were able to provide free flu shots, vaccines, dental check-ups, blood pressure, body composition, sight and hearing check-ups, as well as mental health services, sickle cell education, and health literacy materials. The team at Bordeaux was amazing and everyone came together to set up for the health fair, which was headed by Alfreda Miguel. The Deputy Mayor and some former Titans players were also in attendance.

Be Well's first breastfeeding counseling session and support group meeting took place at the Main Library. The counselor, Lauren Jones, hopes to return with a more thorough curriculum.

Bassam Habib was invited to a Health In All Policies Meet and Greet at the Department of Health, where he was able to meet collaborators and partners in the healthcare field. Bassam also met with Sally Lott, who plans on offering more HMIS training and providing housing navigators to the library.

Be Well received a \$5,000 grant from NNLM's The Human Trial Project, in partnership with All of Us, Fifty Forward, and The Belcourt.

Tween Self-Care Book Club is set to go public on April 11th, and Be Well's next major fair is a Women's Wellness Fair at Thompson Lane's Coleman Park Community Center on February 25th.

The Be Well podcast "The Well" can hopefully take off soon once there is time in the week to plan episodes and coordinate with guests. Bassam is searching for a potential staff cohost and would like to build a research team for the show.

Bringing Books to Life – Liz Attack

The BBTL team provided 34 programs with 640 in attendance. 50% of the programs were for children (i.e., story times) and 50% were for adults (i.e., parent workshops or teacher professional development).

Job openings were posted for two vacant BBTL positions: Curriculum & Training Coordinator and Outreach Specialist (part-time). Interviews will begin in early February.

January was a big month for the BBTL team beyond the usual programming. Staff are active both locally and nationally in early education and literacy endeavors:

Klem-Marí Cajigas served on the selection committee for the 2023-2024 National Ambassador for Young People's Literature. The ambassador, Meg Medina, was announced in January on the Newsroom.gov website. Klem-Marí was also invited to present at the Center for Learning & Literacy's annual conference, which will take place in New Orleans in March.

- Marie Preptit continues to serve on the Nashville Area Training Collaborative and on an Action Team for the Blueprint for Early Childhood Success. She is also on the planning committee for a free early childhood education conference happening this summer, sponsored by United Way of Greater Nashville.
- Liz Attack was asked to continue serving on the Frist Art Museum's education council and continues to serve on the Blueprint for Early Childhood Success Steering Committee.

BBTL continues to work on an expansion plan with local early childhood education expert Lisa Wiltshire. The BBTL team has been hosting focus groups with preschool directors, teachers, and families of young children to determine needs, while evaluating BBTL's strengths and assets. A final report will be produced later this spring.

In partnership with Wishing Chair, BBTL started their spring curriculum theme, *Puss in Boots*. The show will run through June.

Work continues with COACH as cohort #3 wraps up. There are now three cohorts of families participating in regular follow-up coaching calls, which allows BBTL staff to offer personalized support to Spanish-speaking families about literacy and library programming.

Digital Literacy – Marian Christmon

The Digital Inclusion team completed several “Sip & Swipe” programs in January at the Dandridge Towers older adult apartments. This program invites older adults enjoy coffee or tea and go through a training app on a tablet at their own pace with digital educators present to answer questions and offer assistance.



The 2nd ACP training delivered by the FCC was held on January 11th with a total of 51 staff attending.

Marian Christmon, Lee Boulie and Shawn Bakker completed work on the Affordable Connectivity Program Outreach Grant Application, and it was submitted on Jan 9th.

Marian and Shawn completed the Year-End report to West End Home Foundation. This grant runs January – December each year with a report due in January. Digital Inclusion was happy to report, among other statistics, that 100% of the older adult participants reported feeling more knowledgeable about using computers and the internet.

Marian accepted an invitation to participate on the Nashville Digital Inclusion Advisory committee. The first meeting participants reviewed the Digital Inclusion Strategic Roadmap. This advisory committee will also be advising the state as it constructs a Digital Inclusion Plan for the State of TN.

Limitless Libraries – Syreeta Butler

COLLECTION DEVELOPMENT

Sarah Allen and Emily Farmer completed pre-publication orders for March and offered tier based bulk lists. They continue to work through MNPS collection development requests. They have successfully gotten each MNPS librarian to spend up to 50% of their budgets which is 63% of the total spending budget for MNPS. The ladies also have used the last of the funds awarded to Limitless Libraries from the Greater Nashville Chinese Alliance to purchase Asian American and Pacific Islander materials for MNPS libraries, and are awaiting feedback from NPLF to move forward with the process of purchasing materials for the bookmobile.

COMMITTEE/GROUP PARTICIPATION

- Syreeta Butler and Jewel Thompson attended the Procedure Review Committee meeting.
- Syreeta Butler attended the Children Services Group meeting.
- Emily Farmer attended the Teen Group Services meeting.
- Sarah Allen and Emily Farmer virtually attended the American Library Association Youth Media Awards ceremony.

OUTREACH

Syreeta Butler visited KIPP Kirkpatrick Elementary, Knowledge Academy at the Crossing, and Aventura Community School to discuss the bookmobile and Limitless Libraries services.

Syreeta and Noel Rutherford both met with FindAWay representative, Glenn Kasofsky, to discuss updates to the Customer of Order agreement.

Syreeta, Liz Atack, Linda Harrison, and Terri Luke met with Jessica Jeffers— the Director of Williamson County Library System— to discuss the replication of services, Limitless Libraries, and Bringing Books to Life.

Sarah Allen, Syreeta Butler, and Emily Farmer all attended the High School Battle of the Books meeting which addressed upcoming changes and functionality of the event.

STAFF UPDATES

The vacant Outreach Specialist position is currently posted to Metro's job board, and Syreeta anticipates having someone hired by March 6, 2023.

Approval to hire the Bookmobile Outreach Coordinator has been submitted with all formal driver requirement details.

ADDITIONAL UPDATES

There were 7,694 materials circulated to MNPS through Limitless Libraries throughout January.

NAZA

This month, 1,434 youth were enrolled in NAZA funded programs.

The Wallace Foundation invited NAZA to apply for its new grant to close the opportunity gap for out-of-school time programs for most vulnerable youth.

The new Education Report from Chamber of Commerce has been released. NAZA's Chief Executive, Anna Harutyunyan, was on the 2022 committee, and plans to serve on the 2023 committee as well. The full report can be found on the Nashville Chamber website.

Puppet Truck

The Puppet Truck conducted 33 in-person programs over the course of 19 days in January. There was a total of 2,673 participants across Nashville daycares, schools, retirement homes, and other organizations.

Rehearsals for the upcoming Puppet Truck season resumed this month. *Tomas and the Library Lady* and *Puss in Boots* are the selected shows for this season and operations were scheduled to start on Thursday, January 12th.

Puppet Truck was invited to take part in the 2023 Chinese New Year Celebration. The members of the Chinese Arts Alliance requested the performance of *The Little Rabbit Who Wanted Red Wings* for the Year of the Rabbit celebration. It was well received by families attending the event. News Channel 5 was onsite and filmed many of the performances.



The following members of the Puppet Truck successfully migrated over to Metro. With Metro, members must now rely on the Kronos time management system and re-register with Mark Crowder for updated badges/parking permission:

Brian Waltman

Sally Bebawy Furukawa

Sarah Bolek

David Torres Fuentes

William Kirkpatrick is the only remaining member of the Puppet Truck still connected to the Nashville Public Library Foundation.

The Puppet Truck Survey was updated to include the newly created QR Code, which will grant people the opportunity to connect with Wishing Chair Productions and The Puppet Truck in a new way. Users will receive monthly electronic newsletters that highlight the comings and goings of Puppet Truck all over town. Scan the QR Code, fill in your name and email address and enjoy the connection.



Three team members reported testing positive for Covid 19 outside the company. Adjustments continue to be made to safeguard the stability of the team and the patrons we serve.

The members were told that the open Puppet Truck Supervisor position will be posted in February.

Wishing Chair Productions

Wishing Chair Productions conducted 22 in person performances in the children's theater with an audience count of 2,356 participants.

Wishing Chair Productions presented *Many Moons* by James Thurber. Performances were scheduled for January 20th, 21st, 27th and 28th at 10:30 and 11:30 times.

Pete Carden reported stiffness in his right wrist days following Storytime in the main theater. He was directed to fill out a IOD Report and taken to the Metro Clinic. It was later determined following an MRI that surgery might be the appropriate course of action. The procedure will take place in February and his recovery should last several months. He's been placed on light duty.



Noel Williams has accepted the open WCP/Puppet Truck position and is scheduled to start February 20th.

Bret Wilson, Program Manager for Wishing Chair Productions, met with several members of library staff regarding improvements and ideas for future programs. Here are the highlights from those meetings:

Shawn Bakker – Joining Shawn as she meets with Amazon donors to discuss expanding contribution to include new show creation through Wishing Chair.

Syreeta Butler – Discussed her concerns about the bookmobile and introduced her to the operations schedule for Puppet Truck 1 and Puppet Truck 2. Provided insight into potential problems overcome and things to consider moving forward. Also, mentioned shops we use to maintain our vehicles.

Mark Crowder – Discussed the safety procedures for the Children’s Department. This includes active shooter and lockdown protocols for the 2nd Floor.

Forrest Eagle – Talked through changes to show tracks and recording studio appointment schedule. Also discussed scheduling the use of a drone to obtain footage of Mains interior.

Jena Schmid – Discussed children department safety and previous/current programming here at Main.

Bret Wilson met with company members to provide updates that pertain to future projects. Some topics discussed included honoring Brian Hull, QR Code creation, creating a mission statement for Wishing Chair, updating Picnic with the Library, and more.

A proposal was submitted to Shawn Bakker on the creation of a special show honoring Kate DiCamillo during the 2023 Nashville Public Library Foundation Gala. The proposal focused on a 2017 book entitled *La La La*. Further talks are scheduled in late February.

Wishing Chair Productions received a donation from Bonnie Jackson.

While working as a librarian within the Metropolitan Nashville and Davidson County Public School System for 30 + years, Mrs. Bonnie Jackson demonstrated her passion for literacy by incorporating puppets into her curriculum. During her time at Lakeview Elementary, Margaret Allen Middle School, and Cole Elementary, she endeavored to spark the imagination of children by pairing certain hand puppets with story book characters. The bulk of the characters donated were used in the children’s story, *The Great Kapok Tree* by Lynne Cherry. The puppets donated are primarily from Folkmanis.



Type of contribution: Collection of Folkmanis puppets, 1 Pelham Marionette and various hand or hand/rod puppets.



We sincerely thank Ms. Jackson for her contribution to Wishing Chair Productions and will strive to continue creating smiles with the characters she so generously donated.

Studio NPL – Niq Tognoni

Studio NPL is officially fully staffed with studio leadership! Jay Greer has been hired as the new Technical Coordinator, and is currently working alongside mentors, as well as revamping the 3D Print on-demand page and procedure. Studio NPL has also hired on a new Spring Junior Mentor—a teen and high school student—who will work alongside mentors to develop and market programs.

January outreach was very light, but the Studio NPL staff served 85 participants at a parks, schools (alongside teen library staff), and through YCAP— all partnerships that are scheduled to continue through the Spring. The Outreach Coordinator is using their time back at MAIN to prepare Spring outreach programs and train mentors on outreach procedures with the goal of launching a new Mobile Lab team in Spring to expand reach. Studio NPL manager, Niq Tognoni, also met with several Metro Parks coordinators to plan weekly visits to Studio NPL in the Summer.

Lighter attendance in Studio NPL branch programs this month gave Niq and his team ample opportunities to plan for Summer. Details have been confirmed for the Audio Production, Paper Arts, and Paper-Making camps, as well as the Make Music Day celebration, and a number of visits to Studio MAIN with our Parks colleagues.

MAIN

In January, Main Library staff celebrated Nashville READS while performing several collection maintenance tasks:

Collections:

- In preparation for the *Library of Things* roll out in February, staff have been working hard in the Annex as new shelving was added for the collection. Most of the materials in the Annex had to be shifted to make room.
- Over 100 new board games are being purchased for Main's board game collection.
- The Seed Exchange collection is on display and ready for patrons who are excited to check them out for the upcoming growing season.
- Adult Services staff member Saber Abdelhalim has translated part of our website pages into Arabic, and it is now live.
- Teen's staff are in the process of re-cataloging Main's YA graphic novels to make them easier to locate.
- Special Collections staff helped Metro Archives with damage recovery from documents becoming wet at the Elm Hill Pike storage unit

Programming:

- Teen Volunteer Day was a success. Teens created prepared program supplies, created cards for a senior center, and created materials to promote the collection. Teens are already planning and registering for the next Teen Volunteer Day.
- For Nashville READS, staff created several Banned Book displays, including a special exhibit of limited-edition books from the Wilson Collection. There were also several programs, book talks, book club reads, and banned book scavenger hunts for all ages.



Upcoming events:

- Conference Center staff is preparing for the Fisk and Belmont University launch
- Feb 9: Fisk and Belmont University launch new joint social justice initiative with a launch party in the Conference Center
- Feb 16-18: The 13th annual LEGO Contest <https://library.nashville.org/events/lego-contest>
- Feb 28: Exhibit opening for the Moments from the Movement exhibit in the art gallery, 5:30-7:30pm

MARKETING AND COMMUNICATIONS

THE SPECIAL EDITION NPL DOLLY PARTON'S IMAGINATION LIBRARY CARD

Campaign Report

TOTAL RESULTS

We launched this campaign on **Thursday, November 17** and ended it on **Wednesday, January 18** with a total of **2,958** people registered for this special card.

Here's how that number breaks down between **customer acquisition** and **customer retention**:

- **1,664** new patrons became **first-time customers** with this special card
- **1,294** existing patrons
 - **Exchanged** their current card for this one
 - **Added** this card to their current (for two cards on their account)
- **245** courtesy registrations came from **groups** that accepted offer to register their members in bulk

Here's how that number breaks down **geographically**, across our 21 locations:

Urban Core (6)

Location	New Registration	Existing Patrons	TOTAL
Main Library in downtown Nashville	215	152	367
Edgehill Branch	31	19	50
Hadley Park Branch	3	6	9
North Branch	21	28	49
Pruitt Branch	28	8	36
Watkins Park Branch	5	2	7

West (3)

Location	New Registration	Existing Patrons	TOTAL
Bellevue	98	139	237
Richland Park Branch	181	94	275
Green Hills Branch	187	148	335

East (6)

Location	New Registration	Existing Patrons	TOTAL
East Branch	66	24	90
Donelson Branch	110	90	200
Inglewood Branch	181	94	275
Hermitage Branch	66	90	156
Madison Branch	118	82	200
Old Hickory	46	18	64

North (3)

Location	New Registration	Existing Patrons	TOTAL
Bordeaux Branch	75	42	117
Goodlettsville Branch	92	69	161
Looby Branch	28	9	37

South (3)

Location	New Registration	Existing Patrons	TOTAL
Edmondson Pike Branch	107	128	235
Southeast Branch	60	53	113
Thompson Lane Branch	40	32	72

SOCIALS

ORGANIC

Platform	Reach	Engagements	Posts
FB	326,587	13,223	27
IG	33,433	1,931	23
TW	36,038	1,671	26
TOTAL	396,058	16,825	76

PAID

Platform	Reach	Impressions	Link Clicks
FB + IG	223,432	375,900	376

Cost of Socials Ad Buy = **\$3.77** per **1,000** people reached

EMAIL MARKETING

ALL TOTALS

Type	Number	Total Reach	Total Opens	Total Link Clicks
Emails to all-customers list	3	527,547	183,469	7,051
Segmented By Interest	4	(14,376)	5,138	80
Geo-segmented lists	16	(461,051)	159,272	1,510
TOTAL	23	527,547	347,879	8,641

ALL-CUSTOMERS LIST

Type	Date Sent	Sent To	Opens	Link Clicks
Standalone announcement	11.17.22	181,711	64,488	5,983
Feature in Library's November newsletter	11.23.22	172,910	57,596	830
Feature in Library's December newsletter	12.22.22	172926	61385	238
TOTAL		527,547	183,469	7,051

SEGMENTED-BY-INTEREST LISTS

Type	Date Sent	Sent To	Opens	Link Clicks
2022 Summer Reading Challenge participants	11.19.22	11,405	4,161	69
Bringing Books to Life news subscribers	12.01.22	676	205	1
Children's Department news subscribers	12.01.22	737	128	4
Read to Rise news subscribers	12.15.22	1,558	644	6
TOTAL		14,376	5,138	80

GEO-SEGMENTED LISTS

Geography	Date Sent	Sent To	Opens	Link Clicks
Bellevue Branch news	12.01.22	10,578	4,411	46
Bordeaux Branch news	11.23.22	172,910	57,596	830
Donelson Branch news	12.22.22	172,926	61,385	238
Edgehill Branch news	12.01.22	847	332	3
Edmondson Pike news	12.01.22	21,300	7,082	41
Goodlettsville Branch news	12.01.22	5,193	1,722	12
Green Hills Branch news	12.01.22	16,990	8,118	206
Hadley Park branch news	12.01.22	4,921	1,550	27
Hermitage + Old Hickory news	12.01.22	17,835	5,711	27
Inglewood + East Branch news	12.01.22	13,594	4,188	33
Looby Branch news	12.01.22	5,655	1,426	10
Madison Branch news	12.01.22	2,269	717	1
Richland Park branch news	12.01.22	2,781	1,222	13
Southeast Branch news	12.01.22	5,305	1,598	5
Thompson Lane Branch news	12.01.22	3,812	1,072	10
Watkins Park branch news	12.01.22	4,135	1,142	8
TOTAL		461,051	159,272	1,510

WEB MARKETING

Campaign content on homepage of NPL's website **outperformed** all other concurrent homepage content.

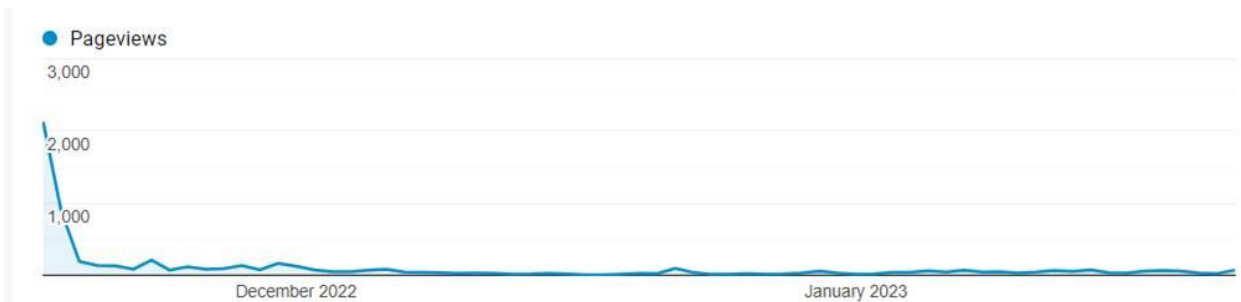
DPIL

2,124 pageviews

6743 total => 100.64/day, avg

Other concurrent content:

LEGO	1798 => ~81/day, avg
Nash Reads	1343 => ~61/day, avg
Ancestry	922 => ~18/day, avg
Connect w/ NPL	739 => ~11/day, avg
Artistworks	333 => ~10/day, avg
Book a Librarian	199 => ~3/day, avg



EARNED MEDIA

3 earned media

- NewsChannel 5 (11/18/22)
- Axios Nashville (11/18/22)
- Main Street Nashville (11/18/22)

Earned media results from similar campaigns:

Limited Edition Nashville Sounds Card

NewsChannel 5 (7/13/22)

Wishing Chair Productions Show “Lorraine” (launch w/ Ketch Secor)

Tennessean (Mary Hance) (10/9/19)

Nashville Public Library Board
February 21, 2023

Resolution Title: Appreciation for and Acknowledgement of the Service, Dedication, and Work of Mark Crowder, Joe Foster, Larry Jirik, Jimmy Roberts, and Calvin Thomas.

History/Background/Discussion: On Christmas Eve and Christmas Day, the low temperatures of wintry weather caused damage at two Nashville Public Library locations: the Madison Branch Library and NPL's off-site Archives storage facility.

These dedicated staff worked during the Christmas holiday to quickly contain and address these emergencies.

Thanks to their work, Nashville Public Library prevented any further damage at both locations.

The Library reopened the Madison branch on January 9, minimizing what would have otherwise become a protracted disruption to patrons.

Recommendation: The Nashville Public Library Board of Trustees extends its acknowledgement of and gratitude for the work and service provided by Mark Crowder, Joe Foster, Larry Jirik, Jimmy Roberts, and Calvin Thomas.

Drafter: Terri Luke, Interim Library Director

RESOLUTION 2023 – 02.01

A Resolution to Honor
Mark Crowder, Joe Foster, Larry Jirik,
Jimmy Roberts, and Calvin Thomas

WHEREAS, Mark Crowder, Joe Foster, Larry Jirik, Jimmy Roberts, and Calvin Thomas demonstrated a deep commitment to our Library on December 24 and 25, 2022;

WHEREAS, their dedicated service enabled Nashville Public Library to be responsible stewards of Library facilities;

WHEREAS, a city with a great library is a great city – and a library with a great staff is a great institution;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Nashville Public Library Board of Trustees recognizes and appreciates the dedication of Mark Crowder, Joe Foster, Larry Jirik, Jimmy Roberts, and Calvin Thomas



NPL Collection Development Policy

Policy Information

Approved Date:	September 21, 2021
Effective Date:	January 20, 1998
Keywords:	Selection, Scope, Collection, Management, Acquisition, Weed, Development, Donation, Maintenance

Policy

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 scop and standards of the various collections.

As the community changes, Nashville Public Library (NPL) reassess 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. A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. All public libraries contain materials that some patrons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. In either case, the library has procedures that patrons may use in reconsidering or recommending library materials.

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. 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. The general public and all library staff are encouraged to recommend materials for consideration.

Nashville Public Library's collection is developed through:

- Engaging in open, continuous two-way communication with library users and recognizing that individuals have different ways of expressing their needs based on age, language, economic status, culture, or other characteristics.
- Interacting with customers with understanding, respect, and responsiveness.
- Handling all requests equitably.
- Understanding and responding to rapidly changing demographics, as well as societal and technological changes.
- Recognizing that materials of varying complexities and formats are necessary to satisfy diverse needs of library users.
- Balancing individual needs and broader community needs in determining the best allocation of collection budget for acquiring or providing access to materials and information.
- Seeking continuous improvement through ongoing data analysis and measurement.
- Reviewing the collection on a regular basis to identify areas of community interest that may need to be strengthened.

Selection Criteria

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

General Criteria

- Contribution to the diversity and scope of the collection
- Suitability of subject and style for intended audience
- Requests by library users
- Effectiveness and suitability of format in communicating the content
- Relevance of format and content to the intended audience
- Impact on materials expenditure plan
- Popular appeal
- Available space
- Attention by critics and reviewers

-
- Contemporary significance
 - Relevance to the needs and interests of the public
 - Accessibility of material
 - Physical Format
 - Quality of production

Content Criteria

- Authority
- Objectivity
- Clarity
- Currency
- Representation of diverse points of view
- Receipt or nomination for awards
- Reputation or significance of one of the creators of the work
- Published evaluations or reviews
- Accuracy and timeliness
- Consideration of the work as a whole
- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

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.

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](#).

Suggestions for Purchase

Nashville Public Library strongly encourages input from the community concerning the collection. A suggestion for purchase procedure enables Nashville citizens to request that a particular item or subject be purchased. 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](#).

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
- DVDs
- Board Games

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

Requests for Reconsideration

Any Davidson County resident has the right to express concerns about library resources and expect to have the objection taken seriously. Persons wishing to recommend the removal or reclassification of a particular item in the NPL collection are encouraged to discuss their concerns with a library manager. If the patron is not satisfied with the response to their request, the manager will provide the patron with information and a form to request formal reconsideration of the library resource. The request will be reviewed by the Library Director and staff, bearing in mind the Library's mission statement, philosophy and the selection criteria of this collection development policy. A questioned item will be considered in its entirety, not judged solely on portions taken out of context. Questioned items will remain in circulation during the reconsideration process.

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.

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. This board approved policy, allows NPL to determine how materials are removed and where they are sent after removal from the library's catalog.

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.

Board Game Collection

A circulating collection of board, card and tabletop games, housed in our Popular Materials division.

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 and some 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.

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. 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.

Small Business Collection

This reference collection 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 Special Collections Division collects reference and non-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 one of the most comprehensive available in Davidson County, and is supported by research and historical materials. The Special Collections Division 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, manuscripts, and selected ephemera

of local significance. Non-print materials include videos, sound recordings, oral histories, and photographs.

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.

Special Collections Division book collections include:

Banner & Stahlman Collection

These two book collections are from the Nashville Banner newspaper and also includes selected titles from the James G. 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 Kentucky 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.

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. It is funded by the Robin and Bill King Foundation.

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 composed of both fiction and nonfiction titles not concerning Tennessee subjects authored by Nashville residents. Nashville authors who write fiction or non-fiction about Tennessee subjects will have their books housed in the appropriate Tennesseana section within Special Collections. Some of these titles may also be available elsewhere in the library system as part of the circulating collection.

Tennesseana

This is the largest of our monograph collections and includes Tennessee, Middle Tennessee, Davidson County and Nashville local history; Nashville City Directories; biographies about Tennesseans; and selected fiction set in Nashville or Middle Tennessee. Significant portions of the Tennesseana collection include published family

histories about Tennessee families; published county records and other resource for Tennessee genealogical research; and local county and city histories for areas in Middle Tennessee.

Votes for Women

The Votes for Women Collection focuses on Nashville's and Tennessee's role in the ratification of the 19th Amendment to the United States Constitution, and American women's political movements, particularly in the South. It is located in the Votes for Women Room and was initiated through the vision of Margaret Behm, Juli Mosley, and Jeanie Nelson to commemorate the 100th Anniversary of the 19th Amendment.

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 only.

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.

Talking Books

Talking Book collection – a circulating collection of picture books and easy readers with embedded audio narration. Combining print with audio is the easiest way for emerging and struggling readers, auditory and special education learners and ESL patrons to learn literacy skills.

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.

Resolution

RESOLUTION 2021 – 09.01

WHEREAS, a Collection Development Policy is a fluid document, needing constant refreshing to keep it accurate, as well as, relevant and

WHEREAS, new collections, formats and policies have recently been added to the Nashville Public Library, the collection development plan is in need of revision.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees to adopt the revised collection development plan as presented effective upon adoption.

FY2023 Changes to NPL's Collection Development Policy

1. Minor grammatical and spelling errors throughout the policy.
2. Replacement of the word "citizens" for "residents" and replacement of the word "discarding" for the word "withdrawal" (when referring to the removal of library material).
3. Revision of Gifts and Donations Policy to allow greater accuracy and flexibility when accepting donations. Below are the original and revised policies:

Original version:

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
- DVDs
- Board Games

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

Revised version:

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 valuable library programs and services. Donated material sold at book sales are not covered under this policy.

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.

Nashville Public Library will accept donations to our circulating collection in like-new condition and in formats that we currently provide in our collection. However, we will not accept donations for the following:

- Audio CDs, music CDs, movies in VHS format
- Textbooks (except current Metro school textbooks)
- Magazines & newspapers, including gift subscriptions

4. Revised “Scope of the Collection” to include Reference, Children’s, Young Adult, Adult Fiction and Adult Nonfiction. No changes in wording were made – just a change in location to better reflect the intent of our collection’s scope.

5. Under “Library Collections,” removed the separate alphabetical arrangement and description of the Main Library and Branch Libraries collection’s descriptions. It is now one alphabetical section that describes NPL’s entire collection. The location of the collection, if not located in every library, is already included in each collection’s description.

Furthermore, the section in the policy that describes the collection scope for Main versus the Branches has not been changed and is sufficient to establish the difference in collection treatment and breadth between the Main Library and the Branch Libraries.

6. Updated the description of the Annex collection as what we store in that location has changed since our last policy revision. The new description is listed below:

Annex Collections

The Annex of Nashville Public Library is a closed stacks area of the Main Library that acts as a holding location for collections of print, audiovisual, bulky, odd-sized materials, and more. These items are available to customers who request them to be delivered to their local branch through the catalog or through in-person requests at any service desk of the Main Library.

7. New Collection descriptions have been added and are included below:

BCycle Passes

Nashville Public Library offers reservable passes for free access to electric pedal-assist bicycles. Library customers can borrow a BCycle fob to take rides from any Nashville BCycle station.

Community Passports

These reservable passes give NPL cardholders free admission to area attractions and services. Nashville Public Library currently offers passes for: Cheekwood Estate and Gardens, Country Music Hall of Fame, and the National Museum of African American Music.

Connect with NPL Collection

The circulating collection of hotspots and Chromebooks that is intended to reduce the digital divide within Davidson County.



NPL Collection Development Policy

Policy Information

Last Approved Date:	September 21, 2021
Effective Date:	January 20, 1998
Keywords:	Selection, Scope, Collection, Management, Acquisition, Weed, Development, Donation, Maintenance

Policy

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. The policy directly correlates 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. A balanced collection attempts to represent all sides of controversial issues as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. Materials available in the Library represent diverse viewpoints, enabling residents to make the informed choices necessary in a democracy. All public libraries contain material that some patrons may find objectionable. Libraries may also omit from the collection materials that some patrons will feel are important. In either case, the library has procedures that patrons may use for reconsidering or recommending library materials.

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. 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. The general public and all library staff are encouraged to recommend materials for consideration.

Nashville Public Library's collection is developed through:

- **Engaging in open, continuous two-way communication with library users and recognizing that individuals have different ways of expressing their needs based on age, language, economic status, culture, or other characteristics.**
- **Interacting with customers with understanding, respect, and responsiveness.**
- **Handling all requests equitably.**
- **Understanding and responding to rapidly changing demographics, as well as societal and technological changes.**
- **Recognizing that materials of varying complexities and formats are necessary to satisfy diverse needs of library users.**
- **Balancing individual and community needs in determining the best allocation of collection budget for acquiring or providing access to materials and information.**
- **Seeking continuous improvement through ongoing data analysis and measurement.**
- **Reviewing the collection on a regular basis to identify areas of community interest that may need to be strengthened.**

Selection Criteria

All materials, whether purchased or donated, are evaluated according to one or more of the following standards. An item need not meet all of these standards in order to be added to the collection.

General Criteria

- Contribution to the diversity and scope of the collection
- Suitability of subject and style for intended audience
- Requests by library users
- Effectiveness and suitability of format in communicating the content
- Relevance of format and content to the intended audience
- Impact on materials expenditure plan
- Popular appeal
- Available space
- Attention by critics and reviewers
- Contemporary significance
- Relevance to the needs and interests of the public
- Accessibility of material
- Physical Format
- Quality of production

Content Criteria

- Authority
- Objectivity
- Clarity
- Currency
- Representation of diverse points of view
- Awards or award nominations
- Reputation or significance of one of the creators of the work
- Published evaluations or reviews
- Accuracy and timeliness
- Consideration of the work as a whole
- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

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

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 and/or produced 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 NPL's Collection Development Department. The following information should be included:

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 - Any professional reviews
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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.

Nashville Public Library will accept donations to our circulating collection in like-new condition and in formats that we currently provide in our collection. However, we will not accept donations for the following:

- Audio CDs, music CDs, movies in VHS format
- Textbooks (except current Metro school textbooks)
- Magazines & newspapers, including gift subscriptions

Requests for Reconsideration

Any Davidson County resident has the right to express concerns about library resources and expect to have the objection taken seriously. Persons wishing to recommend the removal or reclassification of a particular item in the NPL collection are encouraged to discuss their concerns with a library manager. If the patron is not satisfied with the response to their request, the manager will provide the patron with information and a form to request formal reconsideration of the library resource. Bearing in mind the Library's mission statement, philosophy and the selection criteria of this collection development policy, the request will be reviewed by the Library Director and staff. Questioned items will be considered in their entirety, not judged solely on portions taken out of context. Questioned items will remain in circulation during the reconsideration process.

After evaluating journal reviews and other materials submitted by the patron and the staff, the Library Director, or the Material Services Manager as his designee, will respond within 30 days of receiving the formal request.

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 withdrawal 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. This board approved policy, allows NPL to determine how materials are removed and where they are sent after removal from the library's collection.

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.

Scope of the Collection

The primary responsibility of Nashville Public Library is to serve the residents 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. Emphasis is placed on shared access and ease of use through the online catalog and the **Limitless Libraries** program of school delivery.

Adult Fiction

Nashville Public Library's fiction collection includes a wide variety of contemporary works of fiction representing all genres, international works, classics as well as important novels of the past. The Library makes every effort to acquire fiction which is representative of the cultural and ethnic communities that it serves and to satisfy the diversity of interests and recreational needs of its users. Formats include hardcover, trade paperback, mass market paperback, large type, Playaway, audio cd, e-book & e-audiobook.

Adult Nonfiction

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

Formats include hardcover, trade paperback, large type, Playaway, audio cd, e-book & e-audiobook.

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. Formats include hardcover, trade paperback, picture book, easy reader, board book, talking book, Playaway, audio cd, e-book & e-audiobook.

Young Adult Collection

The young adult collection materials are intended for library customers 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. Formats include hardcover, trade paperback, graphic novel, manga, talking book, Playaway, audio cd, e-book & e-audiobook.

Reference Collection

NPL maintains a physical 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 residents. 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 and are not meant to be read consecutively. They include bibliographies, indexes, directories, dictionaries, catalogs, statistical compendia, atlases and almanacs.

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 within our system. 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 residents. 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 provides 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 within the arts. Scholarly and highly technical or specialized materials are not acquired but are available through our Interlibrary Loan department. 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.

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. Branch collections are designed to serve the current, high interest needs of library patrons. The branch reference collections contain a limited core of basic ready reference materials supplemented by specific subject area resources of interest to that community.

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 at the Main Library 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 is a closed stacks area of the Main Library that acts as a holding location for collections of print, audiovisual, bulky, odd-sized materials, and more. These items are available to customers who request them to be delivered to their local branch through the catalog or through in-person requests at any service desk of the Main Library.

Art Lending Library

The Art Lending Library consists of framed, wall-hung artworks representing various sizes, styles, mediums, and techniques by Nashville-Davidson County artists. This collection is intended to expand public visibility and accessibility to works by local artists included in the Metro Public Art Collection managed by the Metro Arts Council.

Audiobooks

The physical audiobook collection contains compact discs and pre-loaded MP3 device 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.

Board Game Collection

A circulating collection of board, card and tabletop games.

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, and an author biography. They are packaged in canvas tote bags for easy conveyance.

Bookpacks

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

BCycle Passes

Nashville Public Library offers reservable passes for free access to electric pedal-assist bicycles. Library customers can borrow a BCycle fob to take rides from any Nashville BCycle station.

Community Passports

These reservable passes give NPL cardholders free admission to area attractions and services. Nashville Public Library currently offers passes for: Cheekwood Estate and Gardens, Country Music Hall of Fame, and the National Museum of African American Music.

Connect with NPL Collection

The circulating collection of hotspots and Chromebook that is intended to reduce the digital divide within Davidson County.

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 their curriculum. Each Kit may include a mix of print books, videos, CD audiobooks, preloaded MP3 audiobooks, flashcards, maps or laminated sheets.

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, periodicals, 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.

Fresh Reads Literacy Collection

This collection provides material in a variety of formats to support NPL's adult literacy efforts. It is comprised of material to support new readers. The Library does not collect textbooks or workbooks meant for individual use.

Government Archives of Metropolitan Nashville and Davidson County at the Main Library (see attached Collection Development Policy for a detailed description)

Historical Audio-Visual Collection at the Main Library (see attached Audio-Visual Division Collection and Conservation Policy for a detailed description)

Large Type Books

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 primarily purchased based on each branch's demographics and demand.

Launchpads

A circulating collection of locked, preloaded tablets with curated learning apps for children. Tablets are subject-focused, with topics ranging from English language arts to math and science. Themed tablets include princesses, dinosaurs, animals, and more.

Library of Things

Circulating collection housed in the Annex at the Main Library, composed of items that library customers may wish to try/test before purchase and/or are infrequently used. These include items used for outdoor activities & games, health & fitness, tools, electronics, party supplies, crafts & hobbies and musical instruments.

Library Services for the Deaf and Hard of Hearing

Located at the Main Library, this lending library of books, media programs, and assistive communication devices is one of the largest in a public library in the country. 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.

Lucky Day Collection

Designed to allow access to bestselling titles for casual library users without the placement of advance holds, this 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 are allowed. Books stay in Lucky Day status for two months before converting back to regular status.

Music Collection

Music recordings on CD are available at some of our branch libraries although we are phasing this collection out as streaming has replaced most demand for music on compact disc. An emphasis is placed on keeping these collections at branches with an older demographic who still prefer that physical format.

Periodical Collection

NPL's newspaper and magazine collection is available in physical and digital formats and provides current and retrospective information aimed at meeting the needs of the community. The periodical collection consists of diverse publications in fields which are of interest to the community. It includes popular reading magazines, foreign language publications and subject-specific titles. 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. Back issues of many titles are accessible digitally for reasons of preservation and space conservation.

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 Special Collections Division at the Main Library, collects reference and non-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 one of the most comprehensive available in Davidson County. This collection is supported by research and historical materials. The Special Collections Division 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, manuscripts, and selected ephemera of local significance. Non-print materials include videos, sound recordings, oral histories, and photographs.

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.

Special Collections Division book collections include:

Banner & Stahlman Collection

These two book collections are from the Nashville Banner newspaper and also includes selected titles from the James G. 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 Kentucky North Carolina, South Carolina, Virginia, and Great Britain.

Grantham Collection

The Grantham Collection consists of 5,000 titles, including a few of his own 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.

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. It is funded by the Robin and Bill King Foundation.

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 composed of both fiction and nonfiction titles not concerning Tennessee subjects authored by Nashville residents. Nashville authors who write fiction or non-fiction about Tennessee subjects will have their books housed in the appropriate Tennesseana section within Special Collections. Some of these titles may also be available elsewhere in the library system as part of the circulating collection.

Tennesseana

This is the largest of our monograph collections and includes Tennessee, Middle Tennessee, Davidson County and Nashville local history; Nashville City Directories; biographies about Tennesseans; and selected fiction set in Nashville or Middle Tennessee. Significant portions of the Tennesseana collection include published family histories about Tennessee families; published county records and other resource for

Tennessee genealogical research; and local county and city histories for areas in Middle Tennessee.

Votes for Women

The Votes for Women Collection focuses on Nashville's and Tennessee's role in the ratification of the 19th Amendment to the United States Constitution, and American women's political movements, particularly in the South. Located in the Votes for Women Room, this collection was initiated through the vision of Margaret Behm, Juli Mosley, and Jeanie Nelson to commemorate the 100th Anniversary of the 19th Amendment.

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 only.

Talking Books

Talking Book collection is a circulating collection of picture books, fiction, nonfiction, graphic novels and easy readers with embedded audio narration. Combining print with audio is the easiest way for emerging and struggling readers, auditory and special education learners, and ELL patrons to learn literacy skills.

Textbooks

Through an agreement with Metro Nashville Public Schools, all NPL locations 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. Availability of materials may impact the development of the collections.

Resolution

RESOLUTION 2023 – 02__

WHEREAS, a Collection Development Policy is a fluid document, needing constant refreshing to keep it accurate, as well as, relevant and

WHEREAS, new collections, formats and policies have recently been added to the Nashville Public Library, the collection development plan is in need of revision.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees to adopt the revised collection development plan as presented effective upon adoption.