



EISNER MEMORIAL LIBRARY

84 West Front Street, Red Bank, New Jersey 07701

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COLLECTION DEVELOPMENT POLICY

The New Jersey History Collection consists of the Library Archives and print and non-print materials on the history of Red Bank, Monmouth County and New Jersey. The following guidelines will assist the staff with the selection of materials for the collection. The selection of materials will be done in the following priority order: Red Bank Public Library, Eisner Family History, Borough of Red Bank, towns within close proximity of Red Bank, Monmouth County and New Jersey.

The Library will hold a limited number of Special Collections*, including the Library Archives, which may include calendars, brochures and flyers advertising library programs and photographs of library programs and activities as well as newspaper articles about the library, its staff and its programs. The archives will also include photographs and brochures about the library displays which reflect a combination of artwork, collectibles and community events.

*The Friends of the Library have started to collect their memorabilia and are welcome to house it in the New Jersey History Room.

The Library will maintain a collection of books, manuscripts, newspaper articles in various formats (digitized, microfilm and clipping or vertical file), maps and bound atlases, artwork, photographs and postcards of Red Bank and the surrounding area. In addition, the library will collect a small amount of memorabilia or artifacts which reflect the community and are within the original intent of the Eisner bequest which stated "The [premises] shall be used at all times as a Red Bank Public Library and for affiliated activities such as the display of photographs, paintings, art subjects, articles of historic interest, and kindred articles...". The Borough of Red Bank does not have a Historical Society and the library should attempt to provide a focal point for researchers and historians and students.

New books will be purchased for the collection, as funds permit, only if they fit the guidelines described above. Purchases will be selected by the Local History Librarian, with approval by the Library Director. Although the Local History Librarian may choose to accept individual books or manuscripts offered for donation, the Library Director will be consulted whenever a major collection is offered. The final decision as to whether or not to accept a donation rests with the

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Library Director. The following criteria will be used in deciding whether or not to accept a donation:

- 1) The prospective collection or item should fit the guidelines and be in acceptable condition with final approval remaining with the Director.
- 2) There must be sufficient space to house the prospective collection or item.
- 3) The preservation needs of the collection or item must not exceed the ability of the Library to properly care for the collection or item.
- 4) Realia or artifacts will be accepted on an item by item basis.
- 5) No donation will be accepted unless the donor signs a release form, giving the full rights to the item or collection to the Library.

In order to have enough space to continue to add new materials, items in the New Jersey History Room will, on occasion, be removed from the collection. Materials will be deaccessioned according to the following priorities. First, duplicates may be removed from the collection. If these are of value, they will be offered for sale and the monies raised will be used to help support the mission of the New Jersey History Room. Secondly, items that were accepted as donations in prior years that do not fit the collection development guidelines may be disposed of as the Library sees fit. Finally, books on the history of other counties and the state of New Jersey as a whole may be removed from the collection if it is necessary in order to make room for additional books on the history of Red Bank and the surrounding area.