

Baltimore Museum of Art

E. KIRKBRIDE MILLER ART RESEARCH LIBRARY

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Purpose of the Policy

The Collection Development Policy documents the specific ways in which the holdings of the E. Kirkbride Miller Art Research Library (hereafter referred to as the Library) and Museum Archives supports all aspects of the research activities of the Museum – present and future. It is intended to serve as a basis for the ongoing conversation between librarians, and other Museum staff and stakeholders regarding the selection and retention of Library materials, the setting of priorities, ensuring that the Library continues to meet the Museum’s evolving research needs, and informing patrons of the Library’s commitment to providing excellent, responsive collections. The Library seeks to make judicious selection while making the best use of the materials budget currently available, to guide those with selection responsibilities of the tasks needed to maintain the resources, and to communicate the Library policies to members of the Museum’s community.

Mission

The Museum's founders had the vision to include a Library from the institution's inception, as documented in the Museum's Articles of Incorporation (1914):

“The establishing and maintaining in the City of Baltimore of a Museum and Library of Art”

and that vision has been sustained to the current day.

The mission of the Library is to maintain and build wide-ranging holdings of published materials to support research into the artworks in the care of the Museum, its constituent programs, and to provide services which support the research activities of the Museum, primarily including, but not limited to, the departments of curatorial, conservation, education, marketing and publications, exhibition design, and, generally, the professional development of the staff. The Library identifies, acquires, provides access to, and preserves research materials covering the history of art, art criticism and theory, visual culture, material culture, the relationship of art to culture, and related disciplines.

The primary audience of the Library is the Museum staff. The Library is integral to the ongoing work of the curatorial staff, in particular, contributing to the level of research and scholarship that the Museum is recognized for. The Library is an intellectual asset to the Museum and through its holdings maximizes the worth of the artworks in the care of the Museum by evidencing their historical value, providing evidence of their provenance and authenticity, and documenting the exchange of information and ideas about the artworks through works of authoritative and scholarly authors and publishers.

The Library encourages interaction with its materials, in both print and digital formats, promotes knowledge sharing across the museum, and fosters a culture of continuous learning. While continuing to support the mission of the Museum, the Library is open by appointment to the public, members of the BMA, local and international visitors, external researchers, and other interested community members. The Library endeavors to meet the research needs of the national and international scholarly community. The Library is committed to providing expertly selected books and other materials which aid patrons in the pursuit of information and education. It strives to provide a space which nourishes creative research and learning and to inspire patrons to explore ideas outside of the present by making use of its resources to illuminate and investigate the past, as the primary and secondary holdings it stewards are a resource which provide context, meaning and understanding.

To the extent that such interests align with the needs of the Museum, the resources acquired by the Library are also tailored to the professional interests of the staff, members of the Museum, and community at large. As a key part of its mission, the Library has a provision to provide a public service to the citizens of Maryland and surrounding region by providing reference services in-person and online. Decisions about any individual resource will balance considerations about its research value in conjunction with the costs of preserving, storing, and making those resources available.

Support for Intellectual Freedom and Importance of Physical Research Collections

This special art research Library adheres to the principles of intellectual freedom outlined in the [American Library Association's Library Bill of Rights; The Freedom to Read Statement](#); the American Film and Video Association's [Freedom to View Statement](#); and the College Art Association of America (CAA) [Statement on the Importance of Physical Research Collections](#) (2023).

Responsibility for Selection and Consultation Process

The Head Librarian is responsible for the general balance and quality of the resources acquired, both traditional and electronic library materials. The Head Librarian is qualified by education, training, and experience to select library materials in all formats and to work collaboratively with the Museum's curators, conservators, educators, and other stakeholders to develop appropriate Library holdings and services. The Head Librarian strives to maintain an awareness of departmental projects, programs, and Museum initiatives that have implications for the library holdings and services. In tandem, the Head Librarian keeps the Museum staff aware of library services and materials of interest to each department. The Head Librarian communicates regularly with the curators, its primary user group, forwarding new titles for their consideration for purchase and in part receiving requests for new titles.

The Head Librarian will consider reviews of scholarly resources in special-interest journals, library publications, standard bibliographies, interlibrary loan requests, quantitative evaluation of the collection and its use through circulation data generated from its integrated library system, and user requests in making selections of print and digital materials for purchase. Every effort is made to accommodate a curator's request that is in the scope of the collection development policy. Curators are encouraged to make recommendations for material purchases via the online form available through the [Library's online catalog](#) (when logged into your account), to express opinions on selections, and to offer suggestions and guidance in materials selection. The Head Librarian will check requested titles against current holdings, availability of requested items, and nearby libraries in the region. While the Library considers the holdings of other libraries nearby, it does not always rely on external sources to fill basic needs, due to the effect of time lost for staff to travel outside of the Museum to fulfill regular research needs imperative to the nature of their work. The Head Librarian also monitors interlibrary loan requests to determine trends and patterns that may show gaps in the Library's collections and acquisitions.

Scope of Collection

As a Library collection housed within the largest art Museum in the state of Maryland,

the Library stewards over 97,000 items including artist monographs, exhibition catalogs, catalogs raisonnés, collection catalogs (both private and public), collected essays, scholarly periodicals, specialized art related newspapers, auction and dealer catalogs, theses and dissertations, and over 10,500 artist and institutional vertical files comprised of ephemeral materials, as well as e-resources and specialized database subscriptions accessed via the Internet. Over the past ten years, the Library has been growing at a rate of around 1,500-2000 items annually. The Library acquires resources corresponding to the areas of the primary focus of the Museum, and in the areas of curatorial expertise, regardless of format. Emerging technologies and continuing requests for longstanding services require a flexible collection development policy that can help the Library respond quickly to changing patron expectations. This recognizes the vast array of technologies that access electronic information and allow the Library to 'come to' the user.

The Library's holdings largely reflect the scope of the Museum's art collections and correspond with the Museum's departments, which include American Painting & Sculpture; Arts of Africa, The Americas, Asia and the Pacific Islands; Contemporary Art; Decorative Arts; European Painting and Sculpture; Prints, Drawings, and Photographs; Textiles, and to a lesser extent, Conservation and Education.

The artworks in the care of the Museum reflect a breadth of time periods of world art from ancient to emerging art and correspondingly, the Library's holdings cover many cultures, geographic regions, and periods of art history. The majority of the Library's holdings focus on artists in the Museum's collection and/or featured in the Museum's exhibition program. The bulk of resources cover the documentation and interpretation of the significant participants (both national and international) of the 17th-21st century visual art and design field, events and trends in the field, and the critical discourse surrounding these activities. The scope of the Library's collection development policy also embraces correlated areas in the humanities that provide context in which art is created, acquired, and understood including, but not limited to: works on archaeology, arts law, conservation, ecology, geography, history, horticulture, iconography, materials science, philosophy, politics, popular culture, religion, sociology, and other related topics.

The Library intends to maintain a collection of approximate size and scope to provide for present research needs and to support the Museum's future anticipated research activities. The Library assesses its success by comparing its holdings with libraries of similar size and focus at other Museums, and by interacting with BMA curators, other staff stakeholders, and patrons. Qualitative evaluation of the Library's holdings is also accomplished by comparing holdings against materials cited in various 'core collection' bibliographies, special booklists and bibliographies, book reviews, and books discussed or reviewed in the popular press. Also, the Library strives to support an appropriate level of materials sufficient for the professional development of the staff, as well as covering business issues about art, artists, and the art market. Through the coordination of an interlibrary loan program, provided through arrangement with the Maryland Interlibrary Loan Organization (MILO), a department of the Enoch Pratt Free Library's Information Access Division, quick and responsive print and document delivery can be

provided in lieu of ownership. Through this service, the Library may rely upon outside sources to partially or fully support research on topics that may be necessary for the present or future scholarly needs of the staff, but which would not be approved for inclusion in normal selection procedures. Museum staff are encouraged to utilize this option for access to materials outside the collecting scope of the Library. By maintaining its commitment to the development and maintenance of both dynamic print and electronic collection, and taking advantage of information technology and resource sharing networks, the Library seeks to provide the most responsive collection and services possible.

Primary subject areas are collected at the research level. Secondary areas are collected at the instructional support level—major artists or topics are covered in some depth, but more minor topics are only cursorily represented.

The primary subject areas in which the Library collects are the following:

- American Art, pre 1900, including painting, furniture, silver, ceramics, textiles, modern American Art 1900-1950, including painting, prints, drawings, photographs
- Arts of Asia c. 2500 B.C. to current
- Arts of Africa, especially West Africa
- Contemporary Art, local and global (1960-present), including painting, prints (1960s-present), drawings (1960s-present), photographs (1960s-present), sculpture, illustrated books, time-based media
- European drawings, 17th-20th centuries, especially French
- European painting and sculpture, mid 19th through mid 20th centuries
- European prints, 1500 to the present, especially post-1850 prints; includes late 19th-century posters
- English silver (1690-1825), English ceramics (1700-1850)
- Indigenous Art
- Textiles

Secondary areas of collecting are the following:

- Art education
- Art law
- Central and South American Art
- Conservation
- Fashion
- History of Maryland
- History of the United States
- Indian/Southeast Asian Art
- Islamic Art
- Museology

Collecting Levels

While the Library makes every attempt to collect materials in the primary areas of the interest of the Museum, areas are collected to differing degrees. There are six basic levels in the scope of coverage:

1. Out of scope:	the library does not collect in this area.
2. Minimal:	general reference works acquired on occasion, usually for the support of a specific exhibition, project, or discipline-related research.
3. Cursory:	introduce and define a subject and support the basic needs of general library users: e.g. one comprehensive or core monograph on a major artist/topic; most minor artists/topics not represented.
4. Moderate:	an extensive collection of general monographs and reference works: e.g. major artists/topics in some depth; only basic coverage of minor artists/topics.
5. Research Level:	contains the major published source materials required for independent study including a very extensive collection of general and specialized monographs and reference works: e.g. major artists/topics collected comprehensively, including rare materials; minor artists/topics represented in some depth. This level of coverage is present in the areas of great strength in the Museum collections, whether it be specific artists, objects, or art movements.
6. Comprehensive Level:	collections that strive to be exhaustive as far as is reasonably possible including all published material on the artists/topics, rare materials, and extensive manuscript collections. A comprehensive level collection may serve as a national or international resource.

General Collecting Guidelines

The Library relies on the expertise of the Head Librarian, Curators, Educators and other stakeholders in determining what to acquire. It refers to published reviews from scholarly journals, newsletters and listservs of professional organizations, and publisher and vendors catalogs world-wide. Maintaining currency in the areas relating to the artworks in the care of the Museum is the top priority, but the Library also acquires materials in anticipation of future exhibitions and programs. The majority of new selections for purchase are current publications. The Library may collect items retrospectively to fill gaps in the collection or to replace missing, lost, or damaged materials that are used frequently by Museum staff. It is the responsibility of the Head Librarian to identify gaps or weaknesses in the holdings and to acquire materials in support of the research activities needed for artworks as they enter the Museum's collection. New areas of focus may develop over time and as opportunity allows.

The basic criteria for selection are as follows:

- relevance to the mission of the Museum
- relevance to the mission of the Library
- appropriateness to the subject areas of the Museum's departments
- appropriateness to the secondary subject areas as outlined above
- potential usefulness to the staff and the other users of the Library

The Library strives to provide a balanced collection with diverse and differing points of view or intellectual thought that covers all geographic areas and periods of art history which align with artworks in the care of the Museum.

The Library acquires materials through purchase (subject to budgetary constraints), exchange, and gifts. Purchases made through the Library budget are for the Library collection and will be cataloged and housed in the main stacks, or, as relevant, routed to satellite special subject libraries held in the Ruth R. Mader Center for Matisse Studies; The Nancy Dorman and Stanley Mazaroff Center for the Study of Prints, Drawings and Photographs, and the Conservation Department. In general, operating budget funds are used for published materials in-print and the Library rarely collects antiquarian materials. Since it, in common with libraries at other museums, does not have sufficient resources, funds or storage space to acquire everything published in the areas pertinent to the Museum's collecting areas, the Library employs the general criteria outlined below when evaluating titles to be added or removed from the holdings.

General Selection Guidelines

- Relevance to the Museum's curatorial areas and usefulness to the Museum's staff
- Timeliness and lasting value of content and format
- Anticipated long-term use: demonstrated degree of continued use over time
- Authority, expertise, or significance of the author, reputation of the publisher, accuracy and currency of information, quality of reproductions

- and the physical quality of the work itself
- Importance in following the development of a topic of discipline over time: materials that are not current can still be valuable in showing the historical development of ideas and events
 - Price of material: for materials that are priced well above average costs (\$60-\$100 for monographs), the Head Librarian will consider anticipated use, reviews, and the Library's role in providing such materials
 - Aesthetic merit: (1) artistic, literary, or social value; (2) appeal to the imagination, senses, or intellect by providing an aesthetic experience; (3) enhances creativity; (4) materials which receive reviews and awards recognizing their outstanding design, illustrations, or production
 - Special features: (1) accurate, usable index; (2) bibliography; (3) footnotes; (4) illustrations and reproductions, especially if inclusion of a reproduction of an artwork in the care of the Museum
 - Physical and technical quality: (1) paper, typography, and binding and (2) stability
 - Scarcity of other material on the topic: works that cover subjects and themes unavailable elsewhere
 - Space limitations
 - Holdings of other publicly accessible libraries in resource-sharing networks, especially within the city of Baltimore, and state of Maryland
 - Where materials have a geographical focus, preference for materials relating to Baltimore and Maryland

The Library collects in all languages that are relevant to its scope. The bulk of the material is in English (which is its preference) and Romance languages, especially French and German. Where the illustrations and design factors are of major importance, the language of the text is secondary. In cases where the Library receives copies of a title in multiple language editions, the preference will be for the English-language edition, but if there is significant difference in content (above 30%), both editions will be kept.

Museum staff may request that the Library purchase resources to assist in their research or instruction by submitting requests through the New Title Purchase form located on the [Library's online catalog](#) when signed in to your library account. Periodicals, e-resource, and database decisions are made by the Head Librarian and are reviewed annually. Solicitation of recommendations for serial titles and database subscriptions from Museum staff is pursued on an ongoing basis. The Head Librarian will gladly accept requests for new e-resources that may be appropriate. Titles are supplied via domestic and international vendors including EBSCO, standing order, and direct from publisher's websites.

BMA Publications and Ephemera

One-to-two copies (as available) of all BMA publications will be added to the Reference

collection for use in Library. Reference collection items will not be checked out so that at any time access to all BMA titles are ensured. In addition, at least one copy of all BMA publications will be added to the main stacks which can circulate to staff members. Two pristine (when available) preservation copies of all BMA publications will be housed by the [Museum Archives](#) into perpetuity and for which handling will be avoided unless no other copies of the title are available for research activities. The Museum Archives will also maintain two copies of publications for exhibitions organized by other institutions and hosted by the Baltimore Museum of Art. The Museum Archives also maintains, and regularly adds to, the Ephemera Collection comprised of copies of handouts, gallery guides, programs, floor plans and maps, invitations, stationery, solicitation materials, and other branded items such as totes, coffee mugs, magnets, etc., produced for sale in the BMA Shop.

Formats of Materials Collected

The Library will acquire materials in a variety of different formats. It will acquire artist monographs (including rare books on occasion), exhibition catalogs, handbooks of museums and private collections, periodicals, auction and dealer catalogs, conference proceedings, theses and dissertations, indexes and abstracts, and to a much lesser extent, and only when current, dictionaries, directories, atlases, and encyclopedias. Priority will be given to current literature, but retrospective purchases will be made as they are requested, needed or become available.

Whenever possible, the Library prefers to acquire works in hardcover, but when a hardcover edition is not available, or is cost prohibitive, trade paperback or another suitable format will be acquired. Mass-market paperbacks will not be collected unless the information is not available in a more durable format. The Library will retain jackets and slipcases issued with works as these design treatments are considered an integral part of how information is conveyed by an item.

The Library selects electronic formats rather than print editions when these alternatives are appropriate for the type of material, for the needs of the patron, and for most effective use of the materials budget for the Library. The Library does not currently host e-books or subscribe to collections of e-books, but does attempt to provide current listings of free of charge e-books, or digitized books in the public domain through cataloging of available works and giving a location of 'Internet' in its [online Library catalog](#) or through references on its [A-Z Databases Web page](#). One-off e-books purchased for specific projects are owned by the Library into perpetuity.

Electronic resources add significant value and usefulness and improve the quality of services available to library users. Electronic resources are collected based on their scholarly value, anticipated use, and cost per use. The availability of existing print resources is considered when selecting these resources. Electronic resources collection may include the following:

- Databases

- Auction sale and provenance research tools
- Biographical resources
- Image databases
- Directories, encyclopedias, and other reference works

Whether free or fee based, considerations for electronic resource selection include the following: licensing restrictions, ease of access, systems/technology support, content, and stability of the site. The Librarian negotiates product contracts and licensing agreements.

Serials, Periodicals, and Newspapers

The core collection of periodicals strives to be current and comprehensive in areas of art, art practice, art history, and the contemporary art market. Serials (also referred to as periodicals) are publications in any medium that are released in installments on a regular or irregular basis. Serial publications include items such as annuals, journals, proceedings, and newsletters. The Library collects local, national, and international serial publications. Every effort is made to acquire and maintain complete serial runs, though some materials are not retained indefinitely. Whenever possible, gaps in the collection are filled through the purchase of back issues.

Serial titles require special review for selection and retention since acquisition has a long-range financial commitment. Factors that add to the expense of each title include initial cataloging, ongoing processing, annual subscription cost, vendor fees, binding, and space requirements. The Head Librarian conducts a periodic review of the current periodical subscription list. The decision on which journals to keep and which ones to discard rests with the Head Librarian in consultation with Museum staff as appropriate. The majority of serial publications are selected based on the criteria listed below, solicitation of recommendations from Museum staff, and patterns of use.

The following criteria are considered in the selection process:

- enduring scholarly value
- importance of the serial by its inclusion in core art bibliographies or major art library catalogs
- the importance of the serial in relation to the Museum collecting activities, extent of indexing, and access to content, authority, and cost

Partial runs of periodicals will not be collected. Also, the Library does not collect materials that are predominately financial reports and some materials of a current and timely nature such as directories are not kept indefinitely. Specialized arts newspapers are generally retained indefinitely. General newspapers are not retained but clipped for relevant arts information and placed in the respective vertical files. Subscriptions to various local, national, and international newspapers to provide current information about political activities and current events are maintained by the Office of Communications which include: The Baltimore Business Journal, The Baltimore Sun,

The New York Times, The Wall Street Journal, The Washington Post.

Periodicals received by the Library before 2016 were, in large part, bound in groups with durable binding. The decision whether to send periodicals out to be bound has largely been discontinued in recent years due to budget constraints and staff time.

When a periodical is issued in both print and electronic editions the Library will primarily subscribe only to the print version unless the combined cost of the print and electronic subscription provides an economic incentive to bundle.

In some cases, memberships to organizations are needed to provide access to publications of interest (such as CAA's The Art Bulletin). Memberships may be acquired at the individual level under the name of the Librarian.

Auction and Dealer Catalogs

Beyond the Library's core holdings of Christie's and Sotheby's auction catalogs, which include Christie's (1961-1970, 1977-present), Sotheby's New York (1960-present), and Sotheby's London (1980-present), and some smaller auction houses, the Library does not routinely purchase auction or dealer catalogs, but both auction and dealer catalogs are regularly sent to the library by curatorial staff and the director's office and considered for addition to the collection. In large part, the Library has not cataloged its holdings of auction and dealer catalogs at the item level, but does provide a parent level record in the [Library's online catalog](#). Auction or dealer catalogs that are devoted to a single artist or private collection may be cataloged and routed to the main stacks. Retroactively, curators may request purchase of an auction or dealer catalog which contains lot information for artworks acquired by the Museum to support provenance research. Access to particular auction or dealer catalogs may also be requested by interlibrary loan.

Audiovisual Formats

The Library holds a small number of DVDs, videocassettes, CD-ROMS, available for circulation to staff, however this is not an active area of collecting unless received by gift. The Library does not have playback equipment for these formats and does not support screening. The Library also holds a limited amount of copy microfiche of periodical titles.

New Editions and Reprints

New editions may be acquired to replace previous editions when they reflect significant changes and additions (over 30%). Due to space constraints, if the Library receives a more recent edition of a title held in its collection through gift it will remove the older edition and replace with the more current edition.

Multiple Copies

In general, the Library does not retain duplications of any work with the exception of titles published by the Museum, and unless specially requested by a staff member, to replace a missing copy, are of pristine condition intended for exhibition display, or high use is expected. No duplicate periodicals are kept.

Special Collections

The Library does not actively collect rare books, numbered or limited edition books, artists' books, bookworks, graphic novels, or zines, though they may/and have been acquired on a case-by-case basis through gifts, donations, or purchase if they fall within the subject areas collected by the Library. The Library encourages patrons to explore the collection of artists' books held by the Museum's department of Prints, Drawings, and Photographs which can be searched online via the Museum's website. The Library also does not collect original prints, or other works of art, though such materials are sometimes included with purchased materials (e.g. original prints that are included loose with a book). All reasonable attempts will be made to preserve and protect rare books and to provide for their security. Items will be routed to Special Collections based on the following criteria:

- Contains original artwork (i.e. print, photograph, artist book)
- Published 150 years ago
- Extremely limited pressing or availability
- Value for replacement would be cost prohibitive
- Unusual binding, packaging, or other loose components that cannot be shelved without causing undue damage or at risk from becoming separated from parent container
- Contains signature or inscription of established artist or author
- Unusually large dimensions, such as elephant folios, or produced in a shape not suitable for regular shelving and requires construction of unique enclosures
- Personal libraries of collectors or donors which are preferred to be stored together and are 'closed' – in that they do not receive additions except from their original donors, (e.g. the Claribel and Etta Cone personal library; George A. Lucas personal library)

Items valued over \$150 will be housed in the main stacks but will be processed with rare book tabs instead of labels.

Vertical Files

The Library houses over 10,500 artist and institutional vertical files on national and international artists, collectives, and organizations, especially organizations located in Maryland and growing. When appropriate, ephemeral materials with long-term value will be added to the artist and institutional vertical files. The collection documents artists, their careers, and their artistic practices. This information is valuable for the compilation of artist exhibition histories, chronologies, awards and collections, biographical information, and for provenance research. Published documents of around 75-50 pages or less, small exhibition catalogs, pamphlets, brochures, flyers or handouts, gallery announcements, clippings, obituaries, postcards, posters, invitations, press releases, reviews, CVs/ resums, price lists, photographic materials, such as slides, and to a lesser extent, electronic formats, and other publications produced in small or miniature trim size are housed in the vertical files. Reprints and clippings from magazines and newspapers which are accessible through major databases or indexes available either in print or online in the Library will not be collected.

Baltimore Museum of Art Archives & Manuscripts Collections

The Museum Archives is the repository of the official records of the Baltimore Museum of Art, including the official records of its related organizations. It actively collects, organizes, preserves, and provides access to historical and organizational records and other primary sources that detail the activities of the Museum and are of enduring historical, fiscal, administrative, or legal value. It is critical to serving the scholarly activities of the Museum. The Archives & Manuscripts Collections is a unit of the Library Special Collections. The Museum Archives houses over 2.6 million records, in a variety of formats including paper, audiovisual, photographic, and digital. All materials deposited in the Archives will be stored and arranged according to professional archival standards. Non-art manuscripts, personal papers and photographic formats, which relate to the artworks in the care of the BMA, are retained in the Museum Archives and will be organized and preserved in accordance with archival standards. The Archives & Manuscripts Collections are described in [finding aids](#). Please see the guide to [Records Management](#) for more information on the mission, services, records retention, schedules, policies and procedures of the Museum Archives.

Gifts and Donations

The Library accepts gifts and donations in areas that fall within the scope of the holdings provided there are no restrictions attached. The Library's holdings have often grown through the gifts of collections assembled by those whose specialized knowledge of a discipline or amateur devotion to it has enabled them to gather materials that the Library has not acquired in significant depth, perhaps because they are difficult to obtain or they represent a highly specialized area that an previous Librarian could not afford to buy exhaustively.

Please see the Library's Gift Policy for procedures and additional details. The Librarian reserves the right to accept or reject gifts and donations in accordance with the General Collecting Guidelines. Donated materials are not free: it requires substantial staff time to sort, review title by title in order to decide whether to add each to the Library. Cataloging, labeling, and shelf space have associated costs. Additional considerations include duplication of holdings, space constraints, the high cost of staff time to sort, review, process and integrate the materials into the existing collection, and the physical condition of the materials. In cases of unique materials, such as rare books or artists' books, the Librarian will make the decision to accept, reject, or dispose of the materials in consultation with the appropriate Museum staff members. All materials donated to the Library become Library property. Materials which are not retained by the Library will be disposed of by sale, exchange, donation, or discard.

All gifts and donations will be acknowledged. A list of the gifts and donations will be made in as much detail as seems appropriate, and this list, along with the acknowledgment letter and any other kind of paperwork, will be sent in hard copy or electronic form, as preferred by the donor, and also filed in the Library's central files. By law, monetary appraisal of gifts cannot be performed by the Library.

Deselection

The Library follows the CREW (Continuous Review, Evaluation, and Weeding) method to integrate material selection and acquisition, cataloging and processing, and circulation and reference into one ongoing routine that assures that all the necessary indirect services are accomplished in an effective way. In order for a collection to remain valuable and relevant the Library's holdings need to be carefully examined to remove items no longer appropriate to the collection. To keep the collection useful, we must make sure it contains up-to-date information. Criteria that will inform the deselection of a library resource, either to remove it permanently from the library's holdings, or to not select it within an offered gift include:

- Obsolete
- Superseded by later editions
- Out-of-date
- Items that are misleading, trivial, irrelevant
- Items elsewhere available at nearby libraries
- Out-of-date dictionaries, computer manuals, travel guides
- Microform: once a significant format for acquiring serial backfiles, this format has become less important as digitization has expanded. Microform can still be an important means of gaining access to archival collections, but the Librarian is highly selective in acquiring microfilm of print source which may become available in electronic form
- General interest art books/non-scholarly items
- Monographs on artists not represented in the collection, particularly if

- copies are elsewhere available nearby
- Items added to the collection before 2009 and that have never been circulated according to reports generated by the integrated library system

Items removed from the collection may be:

- Made available free to Museum staff
- Donated to other institutions
- Sold for the benefit for the Library
- Exchanged for other material

Replacement of Items

The Library does not automatically replace items because of loss, damage, or wear. Decisions are based on:

- Whether replacement copies are available for purchase and price
- The continuing demand for a particular item
- The existence of similar materials on the same subject already in the collection
- Costs of repair vs. replacement