Margaret M. Bridwell Art Library
Collection Development Policy

I. INTRODUCTION

The collection development policy of the Margaret M. Bridwell Art Library guides the development and management of the Art Library’s collections. This policy is for the use of the Art Library and the Art Library’s users. The policy will be updated as needed.

The policy consists of the general provisions noted below and the collection profile developed for the Art Library’s approval plan with YBP Library Services.

The ultimate responsibility for policy decisions related to the selection of library materials rests with the University Librarian. At the Art Library, the specific responsibility rests with the Director. Fine Arts faculty, other faculty, and students are encouraged to provide recommendations for library materials.

II. CLIENTELE

The primary clientele are the faculty and students of the Fine Arts Department. The Art Library also serves students and faculty in Humanities and Theater Arts and others in the University community, museum professionals, and members of the community at large.

III. SCOPE AND COVERAGE

The scope of the collection includes primary and secondary materials to support the instructional programs and research needs of the faculty in the areas 2-D (drawing, photography, printmaking and painting), 3-D (ceramics, fibers, glass, and sculpture), Art Education, Communication Art & Design, Interior Architecture, and Art and Architectural history. Artists’ books are also collected.

IV. FORMATS

The collection privileges printed books and journals due to the availability of high quality image reproductions in these formats. Other formats collected included DVDs (preferred over VHS tapes), microform, and archival materials. CDs are rarely collected, unless they accompany a published work. Digital image collections, e-books and electronic journal packages are collected when appropriate. Databases that provide full-text content, with high quality color image scans, are preferred.

V. SELECTION CRITERIA

A. Languages. Publications in English have the highest priority. Significant works published in German, Italian, French and Spanish and other foreign language publications which are largely pictorial have second priority. Materials in Asian languages are selectively purchased, particularly if the amount of visual material is small.

B. Chronological Parameters: Active collecting follows the chronological frame of each regular course offering. No time periods are specifically excluded.

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C.  **Geographical Parameters:** Collection emphasis is on Western Europe; America, including Native America and African America; the Far East and Africa. No area is specifically excluded.

D.  **Dates of Publication:** Publications of lasting scholarly value will be purchased regardless of imprint date. Variant editions will be acquired only if they have a substantial quantity of new information.

E.  **Exclusions:** Materials on the practice of architecture, arms and armor, collectibles, lifestyle books, juvenile literature, and slides are not collected.

VI. GIFTS IN KIND, APPRAISALS, NON-BOOK GIFTS

The Art Library gratefully accepts donations of money, books or related library materials.

In the absence of an agreement to the contrary, the Libraries reserve the right to decline, exchange or otherwise dispose of any donated materials. Gifts may be used or displayed in public or staff areas, stored, transferred to another unit within the University, sold, discarded or donated to another institution, organization or individual in accordance with Commonwealth and University rules, guidelines and laws.

Other than in exceptional cases, the Art Library cannot accept conditional or restrictive donations that limit general access to patrons, require private housing or handling, stipulate frequent or perpetual exhibition to honor the donor, or in any way inhibit the normal integration or ultimate disposition of such gifts within the Library system.

Gifts to the library that are not to be added to the collection are accepted at the discretion of the Director. Examples include art, plaques, photographs or equipment.

Because the Internal Revenue Service regards the Art Library as an interested party, the Art Librarian is unable to provide appraisals for tax purposes. The appraisal of establishment of an item’s value for tax purposes is the responsibility of the donor, as are appraisal costs. Donors should seek further information on valuation of donated property from the IRS and their own tax advisor or attorney.

Acceptance of a gift that has been appraised by a third, disinterested party does not imply endorsement of such appraisal by the Art Library.

VII. DUPLICATES

Duplicates are rarely purchased or accepted as gifts due to space considerations.

VIII. RETENTION/WITHDRAWAL

Materials which do not support the library’s stated purposes and objectives may be withdrawn. Materials will be identified for withdrawal as they come to the attention of the librarian in the normal course of work. Books withdrawn from the Art Library can be transferred to Ekstrom if they are in good condition and appropriate to the general collection. Otherwise they will be sold.

IX. REFERENCE

The Art Library acquires reference materials for fact finding such as biographical dictionaries, directories, dictionaries and encyclopedias. The library emphasizes the acquisition of indexes, abstracts and bibliographies to insure proper access to the collection. Full text access is preferred.
XI. THESES AND DISSERTATIONS

The Art Library holds one bound copy of theses and dissertations written by graduate students in the Fine Arts department. Graduate students are strongly encouraged to submit their theses and dissertations in digital form and to sign the non-exclusive license that permits the library to add the work to the institutional repository.

XII. DAMAGED AND LOST MATERIALS

Damaged materials are repaired in-house when possible. Badly damaged materials are replaced if possible. Fragile or damaged materials that cannot be repaired or replaced are put in the rare book room.

Lost materials are replaced if their cost is not excessive relative to their value to the collection.