

Meader Fine Arts Library at the Kalamazoo Institute of Arts

Collection Development Policy

I. INTRODUCTION/GENERAL PURPOSE (OF THE COLLECTION)

The KIA Library and Archives serves the KIA museum staff and volunteers, school faculty and students and the general community. It acquires, organizes and preserves materials which reflect and support these research needs.

II. SCOPE/COLLECTIONS

A. The Library collection consists of books, videocassettes and dvds, periodicals, select exhibition catalogs, and other sources of information to be used for reference research and professional development. Priority for library acquisitions corresponds with the museum's collections and exhibitions, and supports the school curriculum.

B. The Archives serve as the repository for the records of permanent historical value created by the museum and school. Records consist of paper files, photographs, slides, audio-visual materials and select three-dimensional items. It acquires these materials directly from the museum's departments and the school. For a detailed description of Archive policies and procedures, see document *KIA Archives—Policies and Procedures*.

III. COLLECTIONS

A. Areas of collecting

The KIA Library collections correspond with the KIA permanent collection, KIA exhibitions and School curriculum including the following: all aspects of art history, ceramics, sculpture, decorative art, painting, jewelry making, drawing, weaving, photography, with an emphasis on American art.

B. Definitions/Types of Materials collected

General Collection The general collection consists of monographs, select exhibition catalogs and video/DVD titles representing the areas of art history and technique outlined above.

Reference Collection The reference collection consists of reference tools (encyclopedias, dictionaries, directories, handbooks) representing above-outlined areas of art.

Periodicals The periodicals collection consists of current publications which represent art news and current topics, art history, and technical trade publications. International publications are represented, but content emphasis is on American art.

Artist Files The artist files consist of a collection of vertical files on local/regional artists and artists represented in the KIA museum permanent collection.

Auction Catalogs The Library collects select auction catalogs from the following auction houses: **Sothebys, Christie's, Phillips, and Du Mochelle's**. Catalog subscriptions from these auction houses will be examined on an annual basis, in conjunction with the museum administration and the exhibitions department. The library maintains auction catalogs these catalogs for a period of five (5) years. The Library may receive and house additional auction catalogs at the request of the exhibitions department.

C. Formats

The Library acquires materials in the following formats:

- Print
- Audio-visual (videocassette, DVD)
- Electronic (CD-ROM/web based)
- Mixed media (slide sets, etc.)
- Individual slides

IV. GUIDELINES FOR SELECTION

A. SELECTION CRITERIA

General library collections The librarian works closely with Museum Education staff, curatorial staff and school faculty regarding library acquisitions. It also consults reviews published in pertinent scholarly and professional publications. Current materials which support KIA museum collections, school curriculum, future exhibitions and programs, or new (art-related) scholarship receive priority for acquisition. The library may acquire out-of-print materials, when available, by request of staff or faculty. The basic criteria for acquisitions are as follows:

1. Relevance to the mission of the museum
2. Relevance to the mission and curriculum of the KIA school
3. Relevance to the mission of the library
4. Appropriateness to the subject areas of the museum's departments and collections.

The Library acquires materials through purchase, exchange, and donations. The Library does not *purchase* duplicate copies of materials, unless they are requested by a staff member, associated with a special event or exhibition, replace a missing copy, or general need is indicated by high usage. However, the library may acquire duplicate titles through *donation*. Whenever possible, the Library attempts to acquire works in hardcover or another suitable format for long-term preservation. The library does not keep duplicate periodicals. However, it does acquire on a regular basis multiple copies of the publications of the KIA and may incorporate them into its collections or the Archives.

Artist Files Pertinent materials (e.g., newspaper clippings, exhibition information, press releases) are regularly added to the Artist Files whenever appropriate or useful. The librarian works with the Exhibitions department and [the] artist to determine inclusion of files and materials; final determination is made by the librarian.

B. DONATIONS

The Library accepts gifts and donations. These gifts and donations may be integrated into the collection or will otherwise be sold (annual KIA Library Book Fair, held in conjunction with KIA Art Fair). The librarian reserves the right to accept or reject these gifts and donations as seems appropriate according to the *Guidelines for Selection* as outlined above. The librarian also reserves the right to dispose of unwanted materials as deemed appropriate. All gifts and donations are acknowledged by standard letter; donations are tax-deductible. Bookplates are added upon request of the donor. No appraisals are made by the Library, although referrals to professional appraisers will be made upon request.

V. DEACQUISITION

The librarian will annually evaluate the collection(s) for purposes of de-acquisition. General criteria for de-acquisition are as follows: 1) No longer relevant to the mission of the KIA (museum, school or library); 2) Poor physical condition 3) No longer current

VI. PROCEDURES

- In coordination with the Registrar, the library regularly receives copies of KIA permanent collection slides.
- In coordination with the Exhibitions department, the Archives (library) receives copies of installation shots for all Kalamazoo Institute of Arts exhibitions
- KIACat, the KIA Library catalog, contains the records of all cataloged library materials, and is therefore the document of record for all such items.
- Auction catalogs will be maintained for a 5-year period
- Newspapers: maintained for designated time period, then discarded
 1. New York Times (Sunday edition): 6 months
 2. Kalamazoo Gazette (daily): 1 month