

North Carolina Museum of Art

Art Reference Library

Collection Development Policy

Last updated: July 2021

1. Mission Statement

The mission of the Art Reference Library is to support the research activities of the Museum staff and to provide public access to materials about the Museum's art collection and the artists that created it, exhibitions past and present, and the history of art in general.

The North Carolina Museum of Art collects, stewards, and exhibits the People's Collection and creates remarkable programs and experiences across its campus and the state that explore and inspire the creative potential in all of us.

2. Purpose of the Policy

The Art Reference Library acquires, organizes, and provides access to materials and information that support the Museum's current and future collections, exhibitions, research, publications, lectures, and programs. The Library's collection is a priceless intellectual asset, assembled and curated over 65 years since the Museum's inception.

It is necessary for the Library to select its materials judiciously and precisely. Space limitations and the associated costs of collections maintenance demand a collection development policy that clearly outlines and prioritizes the selection and deselection of materials.

The Collection Development Policy is a living document, to be revisited on an annual basis in order to ensure its relevancy. The Collection Development Policy serves the following functions:

- Summarizes the scope and nature of existing collections
- Outlines collection development objectives
- Outlines procedures for ongoing collection development efforts
- Facilitates coordination of ongoing collection development efforts

3. Description of the Collections

3.A. Audience

The Art Reference Library supports the research and scholarship needs of the professional Museum staff, primarily members of the Curatorial, Conservation, and Education departments. The Library also provides general reference and research assistance to the citizens of North Carolina, outside researchers, and the public at large.

3.B. Existing Coverage

The Art Reference Library is the research library for the North Carolina Museum of Art. The Library's collection supports research on the Museum's art collection, research for exhibitions and specific projects, and discipline-related research. The Library's holdings reflect the Museum's collecting and curatorial interests.

The primary subject areas in which the Library collects are:

- African art
- American art (18th–20th centuries)
- Ancient American art and archaeology

- Ancient Egyptian art and archaeology
- Ancient Greek, Italian, and Roman art and archaeology
- Conservation
- European painting and sculpture
- Judaic art, specifically ceremonial objects
- Photography
- 20th- and 21st-century art

Particular categories of materials added to the collection include: monographs on fine arts; monographs on artists; catalogues raisonnés; collection catalogues (both private and public); exhibition catalogues; museum and gallery catalogues; auction catalogues; dealer catalogues; archaeological reports; collected essays and festschriften; periodicals; pamphlets and ephemera; and reference books.

3.C. Exclusions

The Library does not actively collect archival, antiquarian, or manuscript materials; artists' book objects; slides; photographic collections; original prints; travel books; print newspapers; video/audio tape and film; vinyl; CD/DVD/optical media; USB media; or works of art.

The Library does not have the resources or infrastructure required to collect and provide access to electronic journals, eBooks, born-digital materials, or digital surrogates (converted materials).

On rare occasions such materials are included with purchased materials (e.g., original prints or photographs that are included loose with a book) or included in gift donations and are handled at the discretion of the Librarian.

4. Selection Policy

Selection of Library materials, final acquisition decisions, and the overall development of the Library collection are the responsibility of the Librarian.

Monographic publications and other titles are selected individually based on announcements from publishers and vendors worldwide, reviews in related subject serials or professional journals, and recommendations from Museum staff.

The majority of current serial publications are selected based on advertisements and sample issues, reviews in related subject serials or professional journals, and solicitation of recommendations from Museum staff. Titles are provided via specified domestic and international vendors.

5. General Collection Guidelines

5.A. Chronological Scope

The Library collects material on art from antiquity to the 21st century.

5.B. Geographical Scope

The Library's holdings reflect the scope of the Museum's art collection and exhibitions, including material from a broad range of cultural and geographic regions.

5.C. Imprint

The Library collects in-print publications extensively to fill gaps in the collection or to support research on the art collection, research on exhibitions and specific projects, or discipline-related research.

5.D. Languages

The Art Reference Library collects publications in all languages reflecting the international nature and scope of the art collection. The bulk of the material is in English and Western-European languages.

The Library will sometimes retain editions of publications in multiple languages when there is significant difference in content as in the case of bibliographies, illustrations, indexes, or introductory material. In cases where items are identical in content and differ only in language, the Library will retain only one edition, with preference given to the English-language edition. When editions are published simultaneously in several languages, English-language publications are prioritized for retention.

5.E. Multiple Copies

In general the Library does not acquire or retain duplicates of any publications, with exception to the following classes of materials:

North Carolina Museum of Art–related exhibition catalogues and scholarly publications: two copies of all materials published in conjunction with exhibitions held at the Museum are acquired and retained; one copy is placed in Reference and one copy is placed in the General Collection Stacks.

North Carolina Museum of Art minor publications (bulletins, annual reports, issues of *Preview* and *The Year Ahead*): two copies of all materials published by the Museum are acquired and retained; both copies are bound and placed in Reference.

Reference materials: multiple copies of some reference materials are acquired as determined by the Librarian.

5.F. Format Notes

The Library acquires and retains primarily print materials to support the collecting mission of the Museum. No preference is given to either paperback or hardbound editions. The Library does not retain dust jackets, book sleeves, or slip cases. Exceptions are made only when these components are an integral aspect of the item as a collected object; when material is reproduced on them that appears nowhere else in the item; or when an NCMA artwork is illustrated. The Library does not retain photocopies of materials acquired on interlibrary loan due to copyright infringement.

5.G. New Editions and Reprints

New editions are acquired when they supersede previous editions, reflecting significant changes and/or additions. The Library acquires reprints only if the title is not already held or if acquiring a reprint is less expensive than preserving the Library's original copy.

5.H. Memberships

Memberships to organizations are selectively acquired at an institutional/library level as needed to provide access to publications of interest. If publications of interest are not available at the institutional/library level, memberships may be acquired at the individual level under the name of the Librarian at the discretion of the Librarian.

6. Collecting Categories and Formats

6.A. Monographs

The Library makes every effort to acquire current monographic titles that fall within the parameters of its collecting scope. Books are selected for both their scholarly content and their appropriateness in relation to the Museum's art collection.

6.B. Oeuvre Catalogues

Catalogues raisonnés and corpora are collected with priority given to artists whose artworks are held in the Museum's art collection.

6.C. Collection Catalogues

Catalogues of both public and private collections are collected extensively.

6.D. Exhibition Catalogues

Exhibition catalogues from museums, art galleries, foundations, and other venues are collected extensively.

6.E. Collected Essays, Festschriften and Conference Proceedings

Collected essays, festschriften, and the proceedings of congresses and symposia are acquired when the general scope of the work falls within the Library's collecting parameters.

6.F. Facsimiles

Facsimiles of important books are acquired selectively.

6.G. Serials

Serials are publications in any medium that are released in installments at regular or irregular intervals. Serial publications include items such as annuals, journals, newsletters, and proceedings. The Library collects local, national, and international serial publications. Every effort is made to acquire and maintain complete serial runs, although some materials are not retained indefinitely (e.g., those of a timely nature, such as the *Blouin Gallery Guide*, or those with inherent vice preventing long-term preservation, such as *Maine Antique Digest*). 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 necessitates a long-range financial commitment. Expenses for each title include annual subscription cost, vendor fees, binding and space requirements, and eventual cataloguing and processing. The following criteria are considered during the selection process: enduring scholarly value, importance of the serial in relation to Museum collecting activities and based on its inclusion in core art bibliographies or major art library catalogues, extent of indexing and access to content, authority, and cost.

The Library does not actively collect materials that are predominately financial reports or calendars of events, and materials of a timely nature such as directories are not kept indefinitely.

6.G.i. Newspapers

The Library subscribes to the electronic version of the *New York Times* and maintains a subscription to *Newspapers.com*. The Library does not subscribe or retain print copies of newspapers.

6.G.ii. Auction Catalogues

Auction catalogues are publications issued by an auction house to advertise forthcoming sales. They provide lot descriptions, price estimates, and can include illustrations of items in the sale. The Library acquires and retains auction catalogues in print form from the major national and international auction houses of Sotheby's and Christie's as well as selected local fine arts auction houses (chiefly Brunk Auctions and Leland Little Auctions). When hard copies are received from the auction house, sales results are tipped into the print catalogue. Auction catalogues are collected to support the collecting foci of the Museum's curatorial staff. Retrospective auction catalogues are also purchased to support provenance research. Auction catalogues collected include sales of fine art, major collection and estate sales, photography, Old Master and modern paintings, and contemporary art, African art, and Judaica. The Library does not collect auction catalogues for antiques, decorative arts, Asian art, automobiles, wine and spirits, clocks, watches, numismatics, memorabilia, posters, stamps, jewelry, or toys.

Auction catalogues are shelved in boxes under the auction house's name.

Auction catalogues are not currently catalogued and do not show records in our OPAC.

6.G.iii. Electronic Journals

The Library does not subscribe to electronic journals. Electronic versions of a journal title are held only when publishers bundle print subscriptions and electronic access and when a title is included in the aggregate database JSTOR.

6.H. Reference Materials

The Reference section offers materials that complement the core collection.

Retrospective materials are maintained when they are the most authoritative source and/or when they provide unique reference value. Superseded editions or timely materials may not be retained indefinitely.

Art reference materials collected may include:

- Art reference books
- Bibliographies on art
- Biographical reference tools (e.g., *Who's Who*; *Union List of Artist Names*)
- Directories of museums, galleries, libraries, and art professionals
- Guides to artists' monograms and signatures, hallmarks, and other identifying marks
- Indexes to art reproductions
- Indexes to auction sales results
- Indexes to periodical literature
- Reference books, indexes, and finding aids for research of the auction and exhibition history of works of art
- Reference books on artists' techniques and materials

General reference materials collected may include:

- Biographical dictionaries and encyclopedias
- Chicago Manual of Style
- Encyclopedias
- Foreign-language dictionaries
- Historical and current atlases and gazetteers
- Selected basic reference works on religion, mythology, literature, performing arts, and humanities
- North Carolina biographies and reference sources
- Standard reference sources for emblems, heraldry, iconography, and genealogy

6.I. Electronic Resources

The Library offers access to electronic content including paid subscriptions and free Web resources. While the Library may pay for access, it does not own this content outright. Electronic resources are subscribed to based on their scholarly value, anticipated usage level, and cost per use. The availability of existing print resources is considered when selecting these resources.

Electronic Resources fall under the following categories:

- Auction sale and provenance research tools
- Bibliographic indexes
- Biographical resources
- Databases
- Dictionaries, directories, encyclopedias, and other reference works
- Image databases

Current active subscriptions are as follows:

- Artnet
- Artstor
- AskART
- Blouin Art Sales Index
- Encyclopedia Britannica Online
- Findartinfo

- Jstor
- Merriam-Webster Dictionary Online
- Newspapers.com
- New York Times
- Oxford Art Online—Grove Art Online

The process of adding and maintaining electronic resources, whether free or fee based, is costly. Special considerations for electronic resource selection include licensing restrictions, ease of access, systems/technology support, scope, content, and authority. Published reviews and/or consultation with colleagues from other art libraries are used for evaluation. Comments from reviewers are weighed with the final decision for acquisition resting with the Librarian.

6.J. Video/Audio Tape and Film, Vinyl

Video/audio formats are not collected. When deemed critical to collections- or project-related research, such formats must be acquired by the staff member's respective department (e.g., Curatorial or Education). While the Library holds retrospective videos and select audio recordings, it cannot guarantee access to all formats.

6.K. CD/DVD/Optical USB Media

CD/DVD/Optical and USB media are not collected. When deemed critical to collections- or project-related research, such formats must be acquired by the staff member's respective department (e.g., Curatorial or Education). While the Library holds retrospective media, it cannot guarantee access to all formats.

6.L. Dissertations

Unpublished dissertations are acquired selectively in print format, typically when deemed critical to collections- or project-related research. Dissertations in any language are added to the collection providing they meet all other standards outlined in the Collection Development Policy.

6.M. Microforms

The Library only acquires microforms in exceptional circumstances, chiefly when publications are not available in any other format.

6.N. Pamphlets and Ephemera

The Library has a collection of ephemeral materials on national and international institutions, artists, and exhibitions. These ephemeral materials are reviewed and weeded on a rolling basis. The Library also holds materials issued by the North Carolina Museum of Art, such as calendars and bulletins, which are retained permanently.

6.N.a. Institution Files

Historically significant archival material related to the Museum, including institutional and public records, are deposited into the State Archives of North Carolina for ongoing preservation and access.

Press clippings, brochures, and other ephemeral material relating to the history of the North Carolina Museum of Art and the North Carolina Art Society are retained but not

actively collected. The majority of holdings span the date range of the late 1940s to the mid-1980s.

6.N.b. Artists' Files

The Library collects ephemeral materials on national and international artists with focus on:

- North Carolina artists (defined as artists born in North Carolina; artists who self-identity as North Carolinians; or artists with a connection to the state by way of geographical location or practice)
- Artists whose artworks are featured in the NCMA art collection
- Artists whose works were featured in past loan exhibitions

Materials on artists from outside of these three categories will not actively be collected or retained.

The types of materials collected and retained for the Artists' Files include exhibition lists, reviews and announcements, newspaper clippings, obituaries, exhibition brochures and checklists, gallery invitations, and small publications containing substantive information. Material is most commonly acquired through direct mailings sent to the Director's Office and the curators.

6.O. Rare Materials

The Library collects rare books, periodicals, and antiquarian materials only in exceptional circumstances and at the discretion of the Librarian. Reasons for consideration can include when such materials are essential to research on the collection, to inform or complement exhibitions, or to complete gaps in holdings.

6.P. Archival and Manuscript Materials

The Library does not collect archival or manuscript materials. Manuscripts and archival materials are distinct from library collections in the ways that they are described, accessed, handled, and evaluated. Archives can hold both published and unpublished materials, and those materials can be in any format. Some examples are manuscripts, letters, photographs, moving-image and sound materials, artwork, books, diaries, artifacts, and the digital equivalents of all of these things. Materials in an archive are often unique, specialized, or rare objects, meaning very few of them exist in the world, or they are the only ones of their kind.

Historically significant archival material related to the Museum, including institutional and public records, are deposited into the State Archives of North Carolina for ongoing preservation and access.

Archival collections related to prominent figures in the Museum's history will be referred to the State Archives of North Carolina.

Archival collections related to artists represented in the collection or otherwise will be referred to a repository known to collect and care for such formats and content (e.g., Archives of American Art, Smithsonian Institution).

6.Q. Dealer Catalogues

The Library does not routinely purchase dealer catalogues. The chief sources of dealer catalogues are curatorial staff and the Director's Office. The Library maintains a list of dealers and private galleries whose catalogues have been flagged by curatorial staff for retention. All others are discarded.

Dealer catalogues are shelved in boxes under the dealer's name.

Dealer catalogues are not catalogued and do not show records in our OPAC.

6.R. Artists' Books, Book Objects and Bookworks, Fine-Press Books, and Alternative and Small-Press Publications

The Library does not actively collect artists' books, book objects and bookworks, fine-press books, or alternative- and small-press publications. Items may be acquired selectively to support research on the art collection and special exhibitions. Patrons wishing to conduct research on book arts are encouraged to visit the Joseph Curtis Sloane Art Library at UNC–Chapel Hill.

Items extant in the Library's General Collection Stacks may be transferred into the Rare Books location following their identification as artists' books, book objects, or bookworks by Library staff.

Items in this category are broadly defined and include books made by artists outside of typical methods of publication:

- Artists' books: created by artists as alternatives to traditional means of producing and exhibiting art and with intent to make art accessible and affordable for all
- Book objects and bookworks: often one-of-a-kind or limited edition books, typically emphasizing the physical aspects of the book form or structure
- Fine-press books: made by craftspeople using traditional materials and techniques, printed by independent presses, and with an emphasis on book arts (printing, papermaking, binding, etc.)
- Alternative- and small-press publications: made using more accessible technologies (mimeograph, offset, and photocopies), often motivated by advocacy rather than craft

7. Collecting Levels

While the Library makes every attempt to collect materials in all areas of art historical interest relevant to the Museum, subject areas are collected to differing degrees.

Ultimately collecting levels and priorities are determined by the Museum's Strategic Plan and curatorial strategies. Changing budgetary resources or shifts in art collecting priorities may require adjustments in collection building.

1. **Minimal Level:** Only highly selective purchases are made in an area, usually for general reference use or the support of a specific exhibition or project.
2. **Major Works Only:** Core materials on only the most major artists or topics are purchased in a highly selective manner.

3. **Research Level:** All works of scholarship, even those treating narrowly defined topics, are purchased. Major artists and topics are collected in a comprehensive manner with minor topics well represented.
4. **Not Collected (NAC):** While a small sample of materials is represented in the extant collection, materials on artists and topics are not actively purchased or otherwise acquired or retained.

8. Subject Qualification by Collecting Level

The current and proposed collecting goals of the Library can be summarized as follows:

Subject Area	Collecting Level
African art	Research
American art (British Colonial America and U.S.–1960)	
Painting and sculpture	Research
Decorative art and design	Minimal
Ancient American art and archaeology	Research
Ancient Greek, Italian, and Roman art and archaeology	Research
Ancient Egyptian art and archaeology	Research
Ancient Near Eastern art and archaeology	Minimal
Architecture	
Local and historical	Major Works Only
Modern and contemporary	Major Works Only
Asian art	NAC
Australian art	NAC
Canadian art	NAC
Contemporary art (Global; 1961–present)	Research
European art (circa 1150–1800)	
Painting and sculpture	Research
Architecture	NAC
Decorative art and design	Minimal
European art (1801–1900)	
Painting and sculpture	Research
Architecture	NAC
Decorative art and design	Minimal
European art (1901–1960)	
Painting and sculpture	Research
Architecture	NAC
Decorative art and design	Minimal
Indian and Southeast Asian art	NAC
Islamic art (including Coptic and N. Africa)	NAC

Judaic art (specifically ceremonial objects)	Research
Medieval art (Early Christian, Byzantine, and Western Medieval–1500)	Research
European arms and armor	NAC
European illuminated manuscripts	NAC
Native American, American Indian art	Minimal
Oceanic art	NAC
Photography	Research
Time-based art (video, installation, web-based, sound, film, etc.)	Major Works Only
Variable media	Research
Prints and drawings	Minimal
Sculpture Parks	Major Works Only
Textiles	NAC

Correlated subject categories are collected as follows:

Correlated Subject Category	Collecting Level
Art education	Major Works Only
Art law	Minimal
Art techniques	Minimal
Art theory and criticism (with increased emphasis on Contemporary, post 1961)	Minimal
Collectors and collecting	Major Works Only
Conservation	Major Works Only
Costume as related to iconography, portrait studies, style, or interdisciplinary approaches to the study of objects in the collection	NAC
Exhibition design and planning	Major Works Only
Fashion	NAC
Museology and museum studies	NAC
Mythology	Minimal
NCMA publications (exhibition catalogues either generated or hosted by the Museum, Bulletins, Annual Reports, issues of <i>Preview</i> and <i>The Year Ahead</i>)	Research
Self-taught art	Major Works Only
Social and political history	Minimal

9. In-Kind Gifts

The Library is currently not accepting book and other in-kind donations. When considered in-kind gifts are accepted and added to the collection using the same criteria as purchased materials.

Donors are required to sign a Deed of Gift transferring ownership to the Library. Gifts are accepted with the understanding that the Library has complete discretion over retention and disposal, without any obligation to the person or entity making the donation. A donated object might not be retained if it is a duplicate or obsolete edition of a work already in the collection, in poor condition, or outside of the Library's collecting scope, among other reasons. Materials not selected for the collection may be used to support other Library initiatives.

Although the Library acknowledges the receipt of gifts, it is prohibited from appraising any book donation, providing assessments of their monetary value, or paying for or arranging for appraisals. Donors may request a brief letter of acknowledgment that states the number of items donated for tax purposes.

10. Museum Publication Exchange

The Library participates in an on-request exchange program with national institutions, chiefly museum and academic libraries. The Library does not rely on exchange programs to acquire materials.

11. Preservation

Preservation of Library materials is the responsibility of all Museum staff and Library users. Library materials function not only as research tools, but also as collected objects. The Library strives to preserve its collection by following best practice standards and handling guidelines. Holdings are acknowledged to be a "living" collection, differentiated in access methods and usage practices from rare book libraries. Minor repairs to items may be undertaken by the Library Assistant. Without a Book/Paper Conservator on staff at the Museum, major treatments and the construction of customized housings need to be contracted out to an external professional.

12. Replacement

Although the Library strives to maintain its collection consistent with preventative conservation best practices, usage and handling over time may cause damage that necessitates replacement. Library users are encouraged to notify Library staff of damaged, brittle, or otherwise at-risk items. Replacement copies are ordered for badly damaged books when conservation is deemed inappropriate.

On the occasion that an item goes missing, a thorough search of the Library stacks and office spaces will be undertaken. If the Librarian deems the item lost, the Library will make every attempt to purchase a replacement copy. All Library users who lose items, Museum staff included, will be charged the cost of replacement plus a \$25 processing fee per item. If the staff member who checked out the item has separated from the Museum, that person's affiliated department is responsible for the replacement costs. If

an intern checked out the item, their staff supervisor is responsible for the replacement costs.

With prior approval from the Librarian, Museum staff may provide replacement copies of missing or damaged materials. In these cases the Library will waive the cost for a replacement copy and assess the processing fee.

13. Deaccessioning

Deaccessioning is the removal of Library materials from the collection. Items selected for deaccessioning in a process called “weeding” are reviewed on a case-by-case basis. An item might be removed from the collection for the following reasons, at the discretion of the Librarian: poor physical condition, missing parts rendering the material unusable, duplication, outside of Museum’s scope, not relevant to collection, low usage, does not conform to the Collection Development Policy, etc. The Library will not deaccession any item or cancel any subscription as a form of censorship. Any object identified for deaccession must be recorded to the Library’s standard and disposed of in compliance with State policy. Serials and electronic databases are reviewed annually and are canceled based on usage reports, curatorial input, the availability of information in other sources, and/or budget.

14. Transfer to Remote Storage

Due to space restrictions, usage patterns or circulation statistics, and for protection of fragile, oversized, or valuable materials, the Library stores some items in remote storage. Decisions to transfer and store materials in either the Library proper or in remote storage are made at the discretion of the Librarian.

15. Relation to Other Libraries

The Library supports research for all of the departments of the North Carolina Museum of Art, with a focus on Curatorial and Conservation. A comprehensive network of local academic, public, and special institutional libraries complements our own resources. Museum staff are encouraged to search external libraries for access to interdisciplinary materials that fall outside of our collecting scope or are otherwise not held by the Art Reference Library. In addition to the libraries in the greater Raleigh area, the Art Reference Library offers interlibrary loan services to Museum staff whereby materials can be borrowed from regional, state, and national lenders.

16. Procedures

The Librarian may issue procedures in order to comply with this policy.