

KALAMAZOO INSTITUTE OF ARTS

Meador Fine Arts Library Collection Development Policy

I. INTRODUCTION/GENERAL PURPOSE **(OF THE COLLECTION)**

Introduction

The Kalamazoo Institute of Arts Library has its origins in the earliest days of the museum. It has grown through donations, exhibition catalogs exchanges, museum staff requests, and the librarian created development strategies. The library was originally a repository of monographs and art slides. It grew to include VHS tapes, periodicals, Artist Files and books as art. In the modern day it still has pieces from all these past mediums, as well as DVDs, digital databases, and a children's section.

The Library seeks to serve KNAS students, museum curators, museum visitors, and museum staff. It has been the vision of six different librarians across the museum's existence and hopes to see many more caring librarians steward its collection. References:

- Roberts, Flora B. (1936) Summary of the Cooperative Relations of the Kalamazoo Board of Education and the Kalamazoo Institute of Arts 1936
- Roberts, Flora B. (1944) The Kalamazoo Museum and Art Institute

Statement of Purpose

The Library serves the KIA museum staff and volunteers, school faculty and students, museum members, and opens its doors and programming to the general community. It acquires, organizes and preserves materials which reflect and support these research needs.

Responsibility to Audience

The Library works in cooperation with the KIA museum culture and goals seeing to embody the idea that art is for everyone. Guiding principles include collections and programming that seek to be collaborative, exploratory, inspiring, anti-racist, inclusive, and empathetic. Where we may fall short in these aspirations we hope to address matters with accountability and transparency.

Intellectual Freedom

The Library does its best to align itself with the portions of the American Library Association's *Library Bill of Rights* as they are applicable to the services offered in our library. It works to align with the documents designated by the Intellectual Freedom Committee as *Interpretations of the Library Bill of Rights*. These can be read on the ALA.org webpage under Advocacy, Legislation, and Issues.

II. SCOPE/COLLECTIONS

A. Geographic Scope

The Library collection emphasizes work from the locations of the KIA's permanent collection, with additions according to past and current exhibitions, and materials considered relevant to the art school curriculum and staff research needs.

The regions of emphasis in the KIA's permanent collection include:

- American painting, sculpture, and ceramics

- American and European works on paper
- Oceanic objects
- Pre-Columbian gold and ceramics
- West and north East African art
- East Asian Art

B. Chronological Scope

The Library collection seeks to remain topical and current to the times. It has some material in closed reserves dating back to the early 1900s, but tries to keep material in the general collection to past 1965, with stricter timelines relating to material that advances in technology and the sciences.

C. Physical Material Scope

The Library collection consists of books, videocassettes and DVDs, periodicals and other sources of information to be used for reference research and professional development.

The Library prioritizes acquisitions that correspond with the museum's collections and exhibitions and support the school curriculum.

The Archives serves 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. These items are acquired directly from the museum's departments and the school. For a detailed description of the Archive policies and procedures see appendix: KIA Archives-Policies and Procedures.

D. Digital Material Scope

The KIA Library currently utilizes a mix of online materials through Open Access resources (such as Haithi Trust, Internet Archive, and other resources that can be found on the Library catalog webpage), the Michigan Electronic Library Catalog (MelCat), and paid database subscription. The Library currently does not make available any streaming services or e-books outside of the resources presented in this document.

III. COLLECTIONS

A. Areas of collecting

The KIA Library collections correspond with:

- Art history, critique, and contextual research relevant to the KIA Permanent art collection, Kirk Newman Art School curriculum and the needs of the Exhibition and Education Departments.
- Instructional material relating to ceramics, sculpture, decorative art, painting, jewelry making, drawing, fibers, photography, and select digital mediums.
- Library programming

B. Definitions/Types of Materials collected

▪ General Collection

The general collection consists of monographs, graphic novels, reference materials, select periodicals, and select exhibition catalogs representing the areas of art history and technique outlined above.

▪ Reference Collection

The reference collection consists of general reference tools in both physical and electronic formats (encyclopedias, dictionaries, directories, handbooks) representing above outlined areas of art.

- **Periodicals**

The Periodicals collection consists of current and archived publications which represent art news and current topics, art history, and technical trade publications. International publications are represented, but publications emphasize American art.

- **Children's Literature collection**

The Library houses a children's literature collection consisting of fiction and nonfiction picture books, pop-up books, and chapter books relating to artists, art techniques, and art topics relevant to the collection, class, and programming held in the museum.

- **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. Please see the document Artist Files Development Policy in the Appendix.

- **Auction Catalogs**

The library collects select auction catalogs from the following auction houses and stores them on a three-year rolling basis:

- **Sotheby's**
- **Christie's**
- **Phillips**
- **Du Mochelle's**

- **Special Collections and Rare Material**

The slide collection covers all aspects of art history and includes representations of works in the KIA permanent collection. It is only available for in-house use or by appointment.

The Closed Reserves house material deemed rare and/or significant to art history as a whole or the history of the art museum. It is housed in the librarian's office.

C. Formats

The Library acquires materials in the following formats:

- **Print**
- **Audio-visual**
- **Electronic (web based)**
- **Mixed media (determined on a case by case basis)**

IV. GUIDELINES FOR SELECTION

A. Selection Criteria

The librarian works closely with Museum Education staff, Curatorial staff and the KNAS faculty regarding library acquisitions. It also consults reviews published in pertinent scholarly and professional publications, as well as independent and smaller reviewer sources.

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 KIA 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. Whenever possible, the Library attempts to acquire headcover or another suitable format for long-term preservation. The Library does not keep duplicate periodicals or monographs unless specifically requested by museum leadership, or in the case of events specified above for special purchases. The Library may also take in duplicate *donations* in the case of the donated copy updating an older item edition, or if the donated copy is in better condition than the library's first copy. The Library does not charge overdue fees for late returned items. Patrons will be charged a replacement fee and a processing fee determined by the librarian for lost items. Items that cannot be replaced will be evaluated on a case by case basis.

B. Artist Files

Pertinent materials (newspaper clippings, exhibition information, press releases, etc.) 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.

Artist Files are kept as vertical files in the librarian's office. Files are held as 'regular' sized and 'oversized.' A file becomes 'oversized' as needed, based on collected ephemera.

Artist files are created and kept based on three main criteria:

- Artists that are represented in the Kalamazoo Institute of Arts permanent art collection.
- Artists that have ties to the state of Michigan by birth, education, home base, or featured and community supported public works
- Artists who had a direct and traceable influence on the work of an artist or artwork held in the permanent collection

V. GUIDELINES FOR DEACQUISITION

A. The Collection

The librarian will annually evaluate the collection(s) for purposes of deacquisition. General criteria for deacquisition are as follows:

- Relevance to the permanent collection development parameters of the museum
- Timely critique, images, and language

- Relevance to current technologies, museum management, museum education, psychology practices, critical evaluations of materials written and published using dehumanizing and/or harmful language and lenses
- Materials usage across the history of its inclusion in the library
- Checkout stats that fall under 3 circulation events and date back to the last event being 10 years or longer
- Poor quality or extensive use/shelf/age damage
- Incomplete collection of periodical run or periodical collections that lack relevance in the above-mentioned ways, or retread materials covered in other monographs.

B. Donations

The Library accepts gifts and donations. These gifts and donations may be integrated into the collection or will otherwise be sold. 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 to the Library are at will. Donations are acknowledged by a paper donation receipt. No appraisals are made by the Library. If the donor is interested in appraisal, the donor is responsible for that appraisal and the library is free to use donations as appropriate. The Library does not accept donations with restrictions on them. Please see our Donation Policy for more information.

VI. REVISION OF POLICY

This policy shall be reviewed and revised to be consistent with the policies and objectives of both the Kalamazoo Institute of Arts and the Meader Fine Arts Library.

APPENDIX

Kalamazoo Institute of Arts Archive: Description and Policies

I. Introduction:

The Kalamazoo Institute of Arts Archive serves as the official repository of the KIA; it maintains an archival collection of institutional records and manuscripts which document the history of the Kalamazoo Institute of Arts. The Archive also collects publications of import from similar art institutions. The KIA Archive is administered by the KIA Library and is managed by the Librarian.

The KIA Archive is located on the Lower Level, near the permanent collection galleries.

II. Collections:

A. Scope and Description

a. Central Files

i. Museum

1. Institutional Publications

- a. Annual/Biennial Reports (1959/60; 1966/67-present)
- b. (KIA) Institutional Newsletter (1967-present)

2. Institutional Documents and Reports

- a. Financial Statements
 - i. Audited financial statements (*1959-)
 - ii. Additional financial documents*
 - iii. Budgets and budget reports*
- b. Board: History, reports, etc.
 - i. History: membership, etc.
 - ii. Select Committee reports
 - iii. Long-Range Planning reports

3. Institutional History

- a. KIA Original Building Plans and Documents
- b. General KIA History
- c. Calendar of Events (12/1961-6/1966)
- d. Capital Campaign (1998) documents

4. Exhibition Information (Filed in chronological order, when available)

- a. KIA Exhibition Catalogs and Documents (e.g. brochures, mailings, etc. 1960-)*see *List of KIA Exhibitions*
- b. KIA Exhibition Schedules
- c. Annual KIA Exhibitions:
 - i. KIA West Michigan Area Show
 - ii. Young Artists of Kalamazoo
 - iii. High School Area Show
- d. Educational Materials
- e. General KIA Activities
 - i. Art and Antiques Auction
 - ii. ArtBreak Schedules
 - iii. Fundraising Events
 - iv. Annual Kalamazoo Art Fair Brochure (1966-)
- f. Clipping and Correspondence

- i. Newspaper Clipping Files
 - ii. News Releases
 - iii. KIA-related correspondence
 - 5. Kirk Newman Art School (KNAS)
 - a. KIA course lists and catalogs (1963-)
 - b. School related workshops
 - c. Holiday Sale
 - d. Other activities
 - 6. Institutional Photos
 - 7. Art League Documents
- b. Slides
 - i. KIA Exhibition installation slides
 - ii. KIA Permanent Collection Photos
 - iii. KNAS activities
 - iv. Special non-KIA exhibitions
- c. Audio-Visual Materials
 - i. Audio-tapes: Interviews
 - ii. Video-tapes: Interviews* (selected videos and DVDs cataloged in the KIA catalog and available for circulation)
- d. Non-KIA Institutional Publications
 - i. Exhibition Catalogs
 - 1. Regional institutions/galleries
 - 2. National institutions/galleries
 - ii. Newsletters, etc.
 - 1. Regional institutions/galleries
 - 2. National institutions/galleries
- e. Three-dimensional items
 - i. Institutional memorabilia
 - 1. Capital Campaign
 - 2. Scrap books
 - 3. Items from the 1947 opening
 - ii. Selected local maps
- B. Organization
 - a. Chronological organization within categories
 - b. Prior to 2003 significant KIA publications (e.g. exhibition catalogs, annual/biennial reports) were given bulletin numbers and accessioned numerically.

III. Collection Policies

- A. All archival collections are housed in the KIA Archive on the Lower Level. The KIA Archive will collect institutional records and documents generated by and pertaining to the collection, exhibiting, and teaching activities of the KIA. This includes records and documents regarding both the school and the museum. Final collection decisions will be made by the librarian.
- B. When available, two copies of all KIA institutional publications will be maintained by the Archives. Additional copies can be collected by other departments or individuals; however sole responsibility for such documents falls to said parties, not the KIA Archive.
- C. Some documents pertaining to the Kalamazoo Art League are housed in and managed by the KIA Library and Archives, adhering to all Archive policies and procedures described in this document.
- D. Publications of non-KIA art institutions deemed of importance by the library will be collected:
 - a. Exhibition Catalogs
 - i. Those deemed of significance may be cataloged (Online Library Catalog)
 - ii. Those deemed of lesser significance may be filed for a designated period of time
 - b. Newsletters, Annual Reports, etc.

- i. Such publications will be filed for the current year (or until updated issued are received)
 - ii. Old issues are then to be discarded
- E. The Librarian will conduct the following collecting procedures with KIA staff:
 - a. Coordinate collecting of KIA permanent collection slides with Registrar
 - b. Coordinate collection of KIA exhibition installation shots with Registrar
- F. The KIA Archive will maintain a basic file of clippings from local and regional newspapers. The function of the archives is to house and maintain such a collection. The Public Relations office will maintain a comprehensive clippings file; the archive will also collect major articles.

IV. Access to the Collections

- A. The Archives at the Kalamazoo Institute of Arts are accessible by appointment only and at the discretion of the Librarian.