

COLLECTION DEVELOPMENT POLICY

Cranbrook Academy of Art Library
Bloomfield Hills, Michigan

Revised September 2009

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I. Mission of Cranbrook Academy of Art

Cranbrook Academy of Art is an independent, graduate degree-granting institution offering an intense studio-based experience where artists-in-residence mentor students in architecture, art, and design to creatively influence contemporary culture.

Cranbrook Art Museum is an educational institution that provides direct experience with modern and contemporary art, architecture and design, and promotes an understanding of their relevance and contribution to society. As a partner of Cranbrook Academy of Art, Cranbrook Art Museum is a window to the Academy and the Academy's window to the world.

II. General Library Objectives

A. To provide materials (both print and electronic) on an appropriate level which directly support the degree programs offered at the Academy: Master of Architecture and Master of Fine Arts in Ceramics, 2D Design, 3D Design, Fiber, Metalsmithing, Painting, Photography, Printmaking, and Sculpture. This includes purchase of the materials, organization and access, and instruction in use when needed.

B. To provide additional opportunities for study, independent research, and investigation of current events and developments by providing collections in art history, art criticism, artists' writings and books, other related and interdisciplinary areas, and by offering small basic collections in humanities, social sciences and natural sciences for general reference and background reading.

C. To assist artists and art students in their professional career development by maintaining information on résumé writing and job opportunities, business practices, grant information, art law, etc.

D. To serve as a connection to the larger information world by securing interlibrary loans and photocopies of materials not owned by the Academy Library and by providing referral to other library collections and alternate sources when needed.

III. Library Clientele

The collection of the Cranbrook Academy of Art Library is developed primarily to serve the students currently enrolled in the Academy. The collection also supports the research needs and interests of the Academy faculty and staff, including the professional staff of the Cranbrook Art Museum. Although the Library is used by visiting researchers, students and faculty from area colleges and universities, students/staff/faculty from other Cranbrook institutions, and the general public, no attempt is made to acquire materials specifically for the needs of non-Academy users.

IV. Responsibility for Selection

The responsibility for the selection of materials is delegated to the Library Director by the Director of the Academy.

The faculty of the Academy are an integral part of the selection process. Each Department receives an allocation from the Library's book budget. Faculty submit information to the Library Director on recommended titles in their own field or related areas; the Library Director is responsible for checking existing holdings for duplicates, processing the orders, and monitoring the Departmental budgets. If a faculty member does not provide recommendations by the end of the academic year, the Library Director then will order titles of interest and importance in that particular field. The Library Director is responsible for maintaining a balance in the collection, for ordering titles of a general, interdisciplinary, and reference nature, and for insuring that all acquisitions meet the guidelines set forth in this policy.

In selecting books and other materials for the collection, the Library Director encourages suggestions from Academy students and staff. Reviews in art journals, reviews in professional library publications, catalogs and fliers from publishers/distributors/dealers, and examination of books in local bookstores are all used in the selection process as well. A monthly list of new books is prepared and distributed throughout the Academy to inform the community of the new acquisitions.

V. Criteria for Selection

The following factors are taken into consideration in the purchase of books and other materials:

A. Content - Emphasis is placed on acquiring materials that directly support the programs offered at the Academy. In addition, books on contemporary art and artists are given a high priority. Important titles in art history and related arts disciplines are purchased as well. Materials in non-art fields (literature, philosophy, science, etc.) are acquired on a selective basis.

B. Level - All materials acquired should be appropriate for a graduate-level art library. Research-level collections are maintained for all programs offered at the Academy.

C. Quality - Considerations include author's significance as a writer, importance of subject matter to the collection, scarcity of material on the subject, reviews in professional journals, appearance of the title in bibliographies and indexes, reputation of the publisher, quality of binding/typography/reproductions/ paper, and price.

D. Language - While English is the preferred language, important materials in foreign languages will be acquired as needed, especially those containing high quality reproductions not available in English language publications.

E. Duplicate copies - Because of space and budget restrictions, multiple copies are purchased only for those books in very high demand.

F. Retrospective vs. current titles – Although priority is given to the purchase of newly published books, backlist titles are acquired on a regular basis to fill in gaps in the collection.

VI. Format of Materials

The following materials are included in the Cranbrook Academy of Art Library collection:

A. Books - Books of all types (monographs, technical manuals, reference books, catalogues raisonnés, collections of essays, biographies, textbooks, etc.) and in all formats (hardcover, paperback, loose leaf, folio) are acquired as long as they meet the criteria for selection.

B. Exhibition catalogs - Catalogs are acquired through exchange programs with museum libraries and through purchase from book vendors, museums, and dealers (Worldwide Books, Art Catalogues, etc.).

C. Rare books - Although the purchase of rare books is not pursued normally, important out-of-print titles will be acquired as the Library budget allows. Rare books are accepted as gifts only if given without stipulation as to special treatment.

D. Artists' books - A representative collection of artists' books is maintained with new titles purchased as the budget allows.

E. Periodicals - Subscriptions are evaluated on the basis of their relevance to the collection, availability of indexing, language of publication, quality of reproductions, and price. Because of issues with poor image quality in electronic journals as well as the unavailability in electronic format of many of the smaller art periodicals, the collection at the Academy Library is still heavily print-based.

F. Newspapers - Subscriptions to select local and national newspapers are held by the Library. Back issues are clipped for the vertical file, then discarded. Electronic back files are available through several online sources, making it unnecessary to keep back issues in paper.

G. Archival materials and manuscripts - Originals are sent to the Cranbrook Educational Community Archives; photocopies are made available for research purposes in the Academy Library.

H. Slides – Slides are no longer acquired by the library. The existing collection will be phased out within the next few years.

I. DVDs - Quality of production, relevance of subject, and price are criteria for purchase decisions. Subjects purchased include art-related documentaries, biographies, and instructional materials; experimental film and video art; general documentaries as appropriate to the interests of the students and faculty; and feature films (art house, independent, foreign, and

select mainstream films). Blu-Ray and HD DVDs are not purchased at the present time, but that is subject to re-evaluation in the near future. In-house Academy lectures are recorded, burned to DVD, and kept in the library collection.

J. Videotapes – Although the library still owns a sizable collection of VHS-format videotapes, no new tapes are acquired.

K. Audio tapes – Audio tapes of older in-house Academy lectures are kept by the library, but no new audio tapes are acquired.

L. Clippings and pamphlets - Art-related materials with emphasis on Academy artists (faculty, students, alumni) are acquired and housed in vertical file cabinets.

M. Microforms - Library materials in microform are not purchased.

N. Photographs and prints - Not purchased at this time.

VII. Sources of Materials

The Library Director is responsible for the selection of vendors for the purchase of library materials. Quality of service (speed, accuracy, special services) and price discounts are of primary importance. Current vendors include:

- A. Amazon.com - for most domestic book orders
- B. Amazon.co.uk - for many European orders
- C. Worldwide Books - for exhibition catalogs
- D. Specialized dealers (PhotoEye, Charon Kransen, Microcinema International, Drawing Center, Facets Multimedia, McSweeney's, etc.)
- E. Local bookstores (Cranbrook Art Museum Store, Book Beat, Borders Books and Music, Barnes & Noble)
- F. Used/Out-of-print sources (ABEbooks.com, Bookfinder.com, Alibris.com, Halfpricebooks.com, Amazon Marketplace vendors)
- G. Direct order to publishers and museums

VIII. Gift Policy

Gifts received by the Library become part of the collection only if they meet the criteria established for purchased materials. In addition:

A. Materials cannot be accepted when a donor requires that they be kept together and not integrated into the holdings of the Library.

B. The Library maintains the right to decide which materials will be kept for the collection and to handle inappropriate materials by return to the donor, sale, forwarding to another library, or discard.

C. Appraisal for tax purposes of a gift of books or other materials to the Library is the responsibility of the donor.

IX. Maintenance and Evaluation of Materials

A. Replacement - The Library does not automatically replace all materials withdrawn because of loss, damage, or wear. Decisions are based on titles available in the particular field, the existence of similar materials in the collection, and the demand for the particular item.

B. Binding - The cost of commercially rebinding a worn-out volume is compared to that of a replacement copy, a more recent edition, or a different title with more current content. In-house repairs are made whenever possible.

C. Periodicals - Most periodicals received by the Library are bound and kept as part of the permanent collection. A few titles of current interest only are held in unbound form for a period of time to be determined by the Library Director.

D. Collection Evaluation - The Library's holdings are checked periodically against standard bibliographies and checklists; these lists then form the basis for retrospective purchase decisions.

E. Weeding - The following items periodically are withdrawn from the collection: obsolete materials, superseded editions, incomplete files of unindexed journals, unnecessary duplicates, worn-out or damaged materials.

X. Cooperative Collection Development / Interlibrary Loan

Whenever possible, unnecessary duplication of the collections at local libraries is avoided especially for expensive, seldom-used materials. Interlibrary loan service for materials not held by the Academy Library is available at no charge to students, faculty and staff through the MeLCat (Michigan Electronic Library Catalog) service and OCLC.