



COLLECTION DEVELOPMENT POLICY

Adapted from:
MICA's Decker Library Collection Development Policy
MECA's Collection Management Policy
Otis College's Collection Development Policy
Ithaca College's Collection Development Policy
UNC Chapel Hill's Artists' Books Policy

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ABOUT OUR POLICY

Purpose of the Collection Development Policy

The Collection Development Policy provides an overall plan and specific guidelines for the development and management of the collections at the SVA Library. It seeks to make the best use of resources currently available and to clearly state the principles used for selecting and acquiring materials. Its purpose is to provide guidance to those with selection responsibilities, to provide an overview of tasks needed to maintain the collection, and to communicate the library policies to members of the SVA community and other interested parties.

Communities Served

The School of Visual Arts is a private, coeducational college of visual arts and design offering 11 undergraduate and 22 graduate programs in fine arts, design, illustration, visual and critical studies, computer arts, film, photography, art education, art therapy, and other related fields. See www.sva.edu for a complete list of degrees offered. The SVA Library collection is developed primarily to provide for the educational needs of undergraduate and graduate students currently enrolled at the School of Visual Arts. The collection also serves to provide support for the research and professional development of faculty and staff. The collection will also be developed with consideration for the interests of alumni and the community at large to the extent that such interests align with the the needs of current students, faculty, and staff.

Responsibility for Collection Development

The library staff is responsible for the general balance and quality of the resources acquired. Librarians and other staff members with special knowledge of certain subject areas consider reviews in library publications, standard bibliographies, interlibrary loan requests, circulation data, and user requests in selecting print and digital materials for purchase. Every effort is made to accommodate requests that are in the scope of the collection development policy. Users are encouraged to make recommendations for material purchases via the online form available at the library's website under the Services button.

SCOPE OF THE COLLECTION

Subject Emphasis

The scope of SVA Library collections supports the curriculum in all aspects of visual culture, its relationship to other arts and the relationship of art to culture in general. The emphasis and strength of the collection is in the documentation and interpretation of the major participants, events, and trends of twentieth and twenty-first century visual art and design and the critical discourse surrounding these activities.

The Library's intention is to maintain a collection at an approximate size and scope to provide for present need and to support the future growth of the institution, at both undergraduate and graduate levels. It is not the goal of this library to keep growing indefinitely in total number of volumes, but to ensure that the collection as a whole supports the evolving research needs of the SVA community. The library assesses its success by comparing its holdings with libraries in similar institutions with similar focus and clientele and by interacting with SVA faculty and students.

In addition, the collection strives to provide an appropriate level of materials sufficient for the liberal arts requirements of the college, including the humanities, social sciences, natural sciences and mathematics, as well as professional development materials such as law and business issues pertaining to art, artists, designers, and the art market.

Formats Collected

SVA Library collects materials in a wide variety of formats:

Format Type	Collection Policy
Books	<ul style="list-style-type: none"> • Books of all types (monographs, technical manuals, reference, catalogues raisonnées, collections of essays, biographies, exhibition catalogues, graphic novels, etc.) in all formats (hardcover, paperback, loose-leaf, folio) are acquired as long as they meet the criteria for selection. • Information that goes quickly out of date should generally not be purchased. • The library will prioritize collecting predominantly textual titles as ebooks over physical copies. Visually rich materials will be prioritized as in-print acquisitions.
Auction catalogues	<ul style="list-style-type: none"> • We do not collect these.
Comic books	<ul style="list-style-type: none"> • Comic books are collected if they are unavailable in trade paperback format.
Rare books and periodicals	<ul style="list-style-type: none"> • The purchase of rare books and periodicals is considered on a case by case basis. • Items are added to this collection because of their unusual, fragile, or expensive formats or materials.
Artists' publications and zines	<ul style="list-style-type: none"> • Items under the broad definition of artists' books are collected when funds allow and when prospective titles fit the curriculum. • Breadth in form is encouraged over depth. • Artists books and zines made by SVA community members are prioritized. • Zines are not pursued on a large scale, but considered on a case by case basis.
Periodicals/Serials	<ul style="list-style-type: none"> • Subscriptions are evaluated annually on the basis of their relevance to the collection, availability of indexing, language of publication, quality of reproductions, and price. • The library collects a broad range of periodicals, focusing on art and design.

	<ul style="list-style-type: none"> • Journals available through electronic databases may also be collected in hard copy form.
Images	<ul style="list-style-type: none"> • The Visual Resources Center collects images by digitizing them in-house or purchasing them from vendors. • The Picture Collection collects images from magazines, books and other sources that do not need to be integrated into the library collection.
Videos	<ul style="list-style-type: none"> • The library collects DVD and Blu-Ray format videos as well as streaming media in support of all areas of study. • Blu-Ray is the preferred format for audiovisual materials. • Videos are selected based on the quality of the product, relevance of the subject matter to the curriculum, and price.
Audio recordings	<ul style="list-style-type: none"> • The library collects only those audio recordings which are of interest to our community and hard to find via streaming services.
Art-related Ephemera	<ul style="list-style-type: none"> • This material is generally not collected by the library, but may fall into the scope of the SVA Archives or the Milton Glaser Design Study Center and Archives.
Microforms	<ul style="list-style-type: none"> • Not purchased for the collection.
Government documents	<ul style="list-style-type: none"> • Not purchased for the collection unless directly related to local, regional, state, or federal policies, programs and organizations as they relate to art, design, education, or cultural policy and initiatives. • The library also collects materials that pertain to the curriculum or educational programs or goals of the college.
Games	<ul style="list-style-type: none"> • Tabletop and console games are collected to support SVA's Computer Art and Design programs. • Digital games are acquired through streaming services such as Steam.

Other formats may be collected if the Library Director and the library staff deem it appropriate and economically feasible to do so.

Collection Development Indicators

The SVA Library has adapted the ARLIS/NA Standards for Art Libraries levels of collecting and the *Collection Level Codes* developed for the 1984 National Collections Inventory Project to define its collection development goals.

Level	Description
0	Out of Scope: The library does not collect in this area.
1	Minimal Level: Only a few basic works. Basic authors, core works, and ideological balance are represented; can support fundamental inquiries and general interest.
2	Basic Information Level: Highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. Major dictionaries and encyclopedias, selected important works, historical surveys, important bibliographies, a few major periodicals in the field.
3	Instructional Support (Study) Level: Supports undergraduate and most graduate instruction or sustained independent study. Includes a wide range of basic monographs, complete collections by or about more important writers or artists, selections on or by less important writers and artists, reference tools and basic bibliographies on the subject.
4	Research Level: Like Johns Hopkins--all major books, reference works, indexing services. Aimed at Phd. researchers.
5	Comprehensive Level: Everything by everyone in every language on a particular subject.

Most of the SVA Library's art related holdings are categorized at level 3, while all other materials are from 0-2 depending on the courses being taught at SVA.

Collecting Levels at the SVA Library

The SVA Library collection follows the levels of collecting within the Library of Congress classification system as outlined in Appendix 3.

LC Class	Description	Collecting Level
A	General Works Museums Aesthetics	1 3 3
B	Philosophy, Psychology, Religion	1
C	Auxiliary Sciences and History	1
D	History, Topography (excluding America)	1
E, F	American History, Topography Except Native American Art	2 3
G	Geography, Anthropology, Recreation GT-- Manners, custom, costume (dress) GV--Gaming and Game Design	1 2 3
H	Social Sciences	1
J	Political Science	1
K	Law	1
L	Education	1
M	Music	1
N	Fine Arts	3
NA	Architecture	3
NB	Sculpture	3
NC	Drawing, Design, Illustration	3
ND	Painting	3
NE	Printmaking	3
NK		3

NX	Decorative and Applied Arts including ceramics, jewelry and fabric arts Interrelations between Arts	3
P	Language and Literature, except for: PN – General Literature (including film and video) PR – English Literature PS – American Literature PZ – Children’s Literature PN – Comics and Graphic Novels	1 2 2 2 2 3
Q	Science QM - Human Anatomy	1 1
R	Medicine, except for: RC - Includes Psychiatry and Art Therapy	0 2
S	Agriculture, except for: SB - Gardening, Landscape architecture	0 1
T	Technology, except for: TR – Photography TT – Product Design, Arts and Crafts TK – Telecommunication	1 3 3 3
U	Military Science, except for: U799-897 - History of Arms and Armor UC270-695 - Includes clothing and equipment (Horses, tents, clothes, weapons, etc.) UD320-495 - Includes manual of arms, small weapons, firing, etc. UE1-500 - Cavalry. Armor UG - Military engineering includes fortification	0 1 1 1 1 1
V	Naval Science, except for: VM1-989 - Naval architecture. Shipbuilding. Marine engineering, includes history	0 1
Z	Bibliography, except for: Bookmaking, Typography, History of the Book	1 3

Languages and Translations

Except for foreign language dictionaries, the library acquires English language print materials. Exceptions may be made for foreign language materials that are bilingual in English, or for specialized material that is unavailable in English. Foreign language films with English subtitles are acquired.

Multiple Copies

Duplicate copies are purchased only for materials with established merit and proven demand. In most cases the number of copies of a single work does not exceed two. Exceptions may be made for materials used by faculty for regularly scheduled courses. Duplicates received in donations may be added to the collection at the discretion of the Library Director.

Special Considerations

Because students at SVA's programs often prefer images to text, the library focuses on the visual nature of the collection, sometimes collecting items in languages and at levels outside its normal parameters due to the quality and quantity of photographs and the reproductions of art works.

Textbooks

In general, the library does not collect textbooks, except when the textbook has earned a reputation as a classic in its fields, or when a textbook is the only or best source of information on a particular topic. Occasionally the library purchases a course's textbook where the cost of the item is prohibitive to students or is intended for an unusual or seldom used topic.

Currency of the Collection

The majority of selections are current publications. The library collects items retrospectively in order to fill gaps in the collection or to replace missing, lost, or damaged materials that are used frequently by the students, faculty, and other patrons. Purchases of retrospective materials occur only when funds allow, when such items are available at a reasonable cost, and at the discretion of the library staff.

When items cannot be replaced at all or for reasonable cost, the library staff selects items as close to the topic area and scholarship level as possible.

GENERAL SELECTION POLICIES

Definitions and Limitations

For the purposes of this Collection Development Policy, “materials” is defined as including:

- monographs
- exhibition catalogues
- collections of written materials such as artist books and zines
- serials (paper, electronic or other media)
- film (video and videodisc)
- online/digital resources
- archives

Other materials may be considered in this Policy at the discretion of the Library Director, as long as they support the academic goals of SVA.

Budgetary Responsibilities

The Library Director is responsible for proposing the budget allocations for SVA Library.

Budget Allocation

The Library Director has full discretionary use of collection development funds and ensure that funds are spent appropriately across the scope of the collection whenever possible.

It is the responsibility of the library staff to:

- identify gaps or weaknesses in the collection
- acquire materials in support of new courses and programs, and
- acquire reference and special collections materials that are needed.

Because of the specialized and interrelated nature of the visual arts curriculum, no suitable analytical formula for separate departmental allocations is considered necessary.

Collection Priorities

When budgetary issues limit the library's ability to pursue a coordinated and equitable acquisitions policy, the Library's priorities are to:

- support existing programs, courses, and curricula
- support new programs, courses, and curricula
- fill faculty and student requests
- fill gaps in the overall collection coverage
- replace old, lost, damaged or unusable materials when patron reimbursement has not been made.

Authority and Responsibility for Selection Decisions

The Library Director has the overall authority and responsibility for making sure the collection is balanced at SVA Library, although the tasks of selection are distributed amongst library staff members.

Selection Consultation Process

While the library staff is the final authority for the selection of materials for the SVA Library, staff members should consult with a variety of parties and/or sources. College staff, faculty, and students are all encouraged to request items, to express opinions on selections, and to offer suggestions and guidance in materials selection. Requested items will be checked against the collection criteria to make sure they are in scope before being accepted for purchase.

Faculty members are encouraged to work with their library liaisons, either individually or through their departments, to suggest appropriate materials for their disciplines and to provide specialized knowledge needed to help evaluate the collections and select additional titles for acquisition. Faculty members should consider not only the specialized needs of their own courses or programs, but also the general purpose of the collection and the collection's scope.

The library staff provides assistance in the selection process by checking requested titles against current holdings and by verifying the availability of requested items. Reference

interviews with individual students or faculty members often identify titles or subject areas to which new or additional materials need to be added.

The library staff also monitors interlibrary loan requests to determine trends and patterns that may show gaps in the library's collections and acquisitions.

Basic Selection Principles

The library considers the following factors in all acquisitions:

1. The library collection as a whole – The library assesses the thoroughness of its holdings using standard bibliographies and other sources described in the Selection Criteria.
2. The library as part of an information system – The library considers the holdings of other libraries in close proximity, but does not rely on external sources to fill basic needs.
3. The library users – The library considers the visual orientation of our users and that inspiration comes from many places.
4. The need for supplementary materials in areas of strong student and faculty interest, contemporary issues in art and cultural criticism, and current trends in art as indicated in articles in journals, periodicals and publisher's notices.
5. User patterns and circulation statistics that indicate areas of greater or lesser interest and need.

General Selection Criteria

The library uses the following criteria in materials selection:

1. **Content** – Appropriateness and importance of the work to the SVA Library collection. Continuing value for the collection. Availability of other works on the subject in the current collection.
2. **Quality** – Authority and expertise of the author as well as the reputation of the publisher. Quality of reproductions and the physical quality of the work itself. Generally prefer hardcover over softcover. Clarity and accuracy of the presentation. Generally, items that are self-published will not be collected unless they are a zine or artist book.

3. **Format** – Appropriate to the collection's existing materials. Available technological support and budget for new media or formats. Materials that can be readily processed and fit the library's physical space.
4. **Price** – Within the historical budgetary levels and practices of the library. Expensive materials considered if high potential use and applicability to more than one section of the curriculum.
5. **Condition** – If a book comes to the library that has any damage including highlighting, poor binding, and stamping it will not be considered for the library.

Vendors and Suppliers

The Acquisitions Technician is responsible for the selection of vendors for the purchase of library materials. Qualities of service (i.e., speed, accuracy, special services) and price discounts are of primary importance. Approval plans are reviewed periodically to ensure the library is obtaining the best prices and service it can.

COLLECTION SCOPES

Main Library Collection

The main library collection contains print monographs, audiovisual collections, and serial monographs on all areas relevant to the curriculum in art, design, art history, and art practices as well as the full range of liberal arts. The quality of binding will be considered because of the wear and tear on circulating materials.

Electronic Resources

The SVA Library subscribes to electronic resources that support the college's curriculum. Types of electronic resources collected include databases that provide access to bibliographic records and/or full-text articles, digitized images, streaming video, electronic journals, websites and ebooks. Most of these resources are proprietary and only available to the College's current students, faculty, and staff.

Preferred Selection Criteria

- Provides significantly unique content compared to existing electronic resources
- Cost comparable to similar resources given FTE consideration
- Remote access via EZProxy/IP Authentication
- Balances ease of use with advanced searching capabilities
- Includes subject indexing
- Provides usage statistics
- Provides personalization features
- OpenURL compliant
- Can be indexed by our current discovery layer
- MARC records available
- Unlimited simultaneous users
- Support service
- Stable consistent access (includes links that work)

- Updated frequently
- Unique content not easily discovered by the average user
- Design that is easily navigable
- Educational purpose with scholarly style and tone

Film Collection

The SVA Library film collection is comprised of Blu-rays, DVDs, and other media as needed to support the curriculum of the college. Selections for the film collection are made to represent important works of filmmaking, current artistic trends and movements, to highlight specific and outstanding artists, provide background on techniques and styles, as an art piece in and of itself, and to support the Humanities and Sciences curriculum. The library currently collects films in DVD and Blu-ray formats.

The library collects actively in the following areas:

- Critical pieces of filmmaking, in both fiction and documentary film
- Art history: documenting the history of art and artists and especially the art of the twentieth and twenty-first century; films illustrating critical, contextual and aesthetic issues
- Studio art: material on techniques and processes, such as book making, bookbinding, printmaking, photography, paper making, graphic design, painting and drawing, illustration, and computer-generated art
- Animation: important and/or innovative animated film and television works
- Liberal Arts: literature, general history and science, anthropology and archaeology

Videos on topics outside the areas of art, design and art practices are selected based on their direct applicability to the curriculum. All purchases are selected for the SVA Library based on the following criteria:

- Artistic quality and/or academic value
- Format
- Relationship to and usefulness in the curriculum
- Quality of the production
- Cost

Where possible the library liaisons work with individual faculty to develop an appropriate and cost-effective way to bring these visual resources to the classroom that remains within budgetary restrictions.

Artists' Book Collection

The Artists' Book Collection is an in-library-use-only resource housed in the Rare Book cabinets. Artists' books are used by students and faculty as examples of craft, construction, and use of art techniques in the book format. Since this is a teaching collection, special emphasis is placed on breadth (seeking to be widely representative of book arts) as well as representation of artists important in the history of artists' books.

We use a broad definition for inclusion in our Artists' Books Collection. Generally, we consider an artists' book to be a work of art conceived of and created by an artist making use of the conventions and characteristics of the book form. This can include books that range from emphasizing the visual and structural elements of printing and binding to those emphasizing conceptual elements like narrative and sequence.

The SVA Library in particular focuses on collecting:

- unusual formats or construction
- innovative use of materials
- subject matter that supports the curriculum
- examples of new and emerging artists working in book format
- geographical breadth, with an emphasis on New York and the SVA community

Games Collection

The Games Collection at the SVA Library is focused on tabletop, console, and digital games of interest to the SVA community, with a focus on materials that support the Computer Arts, Cartooning and Illustration, Animation, and Design curricula.

Games are collected with the following elements in mind:

- Representation of a broad variety of game mechanics
- Successful integration of art and design into the game
- Displays innovative game elements
- Is an exemplar of the genre

Console games collected include those made for Playstation, Xbox, and Wii. Games for new console systems from established companies will also be considered when those platforms emerge.

Periodicals Collection

The Periodicals collection at SVA Library strives to be current and comprehensive in areas of art, art practice, art history, and the contemporary art market.

DONATIONS, GIFTS AND GRANTS

Conditions for the Acceptance of Gifts and Donations

The SVA Library appreciates the value of gifts to the library and recognizes that gift materials can be useful and valuable resources for the library's collections.

Gifts are accepted with no commitment concerning their placement or retention in the SVA Library collections.

Types of Acceptable Gifts and Donations

The SVA Library may accept the following gifts and donations at the discretion of the Library Director and library staff as appropriate:

- gifts in kind (e.g., equipment, prints, etc.)
- books
- exhibition catalogs
- films and movies
- journals and magazines.

Items that do not fit our selection criteria will not be added to the collection and will be disposed of or sold to benefit the library.

Review of Potential Donations

All donations may be reviewed by library staff prior to acceptance to ensure that the materials are appropriate to the library's mission and the college's educational objectives.

Donors may submit inventories of potential gifts to the Associate Director for review to determine appropriateness of the materials. Donors should supply the title, author, publisher, year of publication and (if possible) ISBN to assist library staff in their assessment.

Because of limited space and the importance of selectivity, gifts are subject to the same criteria that govern acquisitions to the general and special collections and must be useful and relevant to the college's curriculum.

Donor Forms and Information

Each donation, regardless of size or scope, is recorded.

Library staff must inform all potential donors of the policies regarding disposal of unwanted donated items so that the donor may decide if they want to complete the gift under those conditions.

Refusal of Gifts and Donations

Gifts are accepted at the discretion of the library staff or the Library Director, as appropriate. If, in the judgment of library staff, a(n) donation/item is inappropriate, it is declined or directed elsewhere.

Gifts such as memorabilia, manuscripts, decorative items, or *objets d'arts* are generally not added to the collection. If they relate in some way to the college and its history or to alumni, they may be accepted as archival resources. Once accepted by the library, gifts are not returned to the donor.

Appraisals and Tax Receipts

The library staff can offer suggestions of outside agencies to assist in valuation of potential donations, but it legally can not be responsible for any assessment of value.

Acceptance of a gift appraised by a third disinterested party in no way implies endorsement of that appraisal by the library. The library and its staff are prohibited from appraising gifts for monetary value.

As the School of Visual Arts is not a not-for-profit institution, gifts of any kind are not eligible as tax deductions.

Acknowledgement of Gifts and Donations

The library records all donations and acknowledges gifts as soon as possible. The Associate Director includes details of the gift in the acknowledgment letter.

In certain instances, the library may place a note in the record of the item to acknowledge the donation.

Delivery of Gifts

In most instances the donor is responsible for transporting the donated materials to the SVA Library. In some cases and at the discretion of the Library Director, college staff may request to pick up the donation and deliver it to the library.

Donations may be delivered to the library during normal business hours (i.e., Monday to Friday, 9:00 a.m. to 5:00 p.m.) unless the Library Director makes other arrangements.

Disposal of Gifts and Donations

If the library determines that items in a donation are not appropriate to the collection or that the item is an unwanted duplicate, it reserves the right to sell, give away or donate those materials elsewhere as it sees fit. The Library Director is responsible for such determinations.

COLLECTION MAINTENANCE

Collection Evaluation and Review

Ongoing evaluation and assessment are essential to the process of collection development. Librarians evaluate the current collection holdings through:

- systematic assessment by library staff
- faculty review
- monitoring of usage statistics, and
- careful weeding and replacement of lost or damaged materials.

The library also conducts a periodic review of the current periodical subscription list. The review is conducted by the library staff and is based on selection criteria, faculty recommendations, and patterns of use.

Deselection

In order for a collection to remain useful and relevant to the students, faculty, and staff of SVA, the library's collections need to be carefully looked at to remove items no longer appropriate to the collection. In order to keep the collection useful, we must make sure it contains up-to-date information.

The items may be withdrawn periodically from the collection because they are:

- obsolete (e.g. directories older than the current year)
- superseded by later editions
- out-of-date
- incomplete files of unindexed journals
- unnecessary duplicates (as determined by usage statistics or other factors)
- not circulated for a period of time to be determined by the Library Director in consultation with the Circulation Manager (this may vary from section to section in the library holdings)
- worn-out or damaged (including extensive highlighting and pencil/pen marks)
- in a foreign language
- part of an incomplete multi-volume set
- inappropriate to the curricular goals of the college

Because of the importance of visual materials to studio practice, illustrated materials are generally not withdrawn except for reasons of physical deterioration or because they contain only black and white or sepia images where color images are available elsewhere.

Replacement of Items

The library does not automatically replace all materials withdrawn from the catalog because of loss, damage, or wear. Decisions are based on:

- whether other titles are available for purchase
- the existence of similar materials on the same subject already in the collection, and
- the demand for the particular item.

Lost items will be replaced if a librarian determines that they are necessary for the collection.

Disposition of De-selected Items

Items removed from the collection may be:

- made available free to members of the college
- donated to other institutions
- sold for benefit of the library
- exchanged for other material

The method for the disposition of de-selected items is the responsibility of the library staff.

In some instances, donated books cannot be removed from the collection because of the terms of the donation agreement.

COOPERATIVE AGREEMENTS & RESOURCE SHARING

The SVA Library's membership in consortial and resource sharing arrangements helps to complement and strengthen the collection.

Metropolitan New York Library Council (METRO)

The Metropolitan New York Library Council (METRO) is a non-profit organization where New York's libraries and archives come together to learn, share ideas, and collaborate. The SVA Library participates in METRO's referral card program, which allows SVA community members to obtain a pass to conduct research in many NYC-area libraries that would otherwise be closed to them. We also accept researchers from other member institutions who have obtained referral cards from their home libraries.

WorldShare through OCLC

SVA Library subscribes to OCLC's WorldShare resource sharing system which provides the means for borrowing and lending content from thousands of other libraries that also participate. Our policy is to participate as a free lender to other libraries so as to be able to borrow from

other libraries for free. This arrangement makes it possible for our students to access a wide range of resources that are not available locally.

COLLECTION PRESERVATION

Collection Repairs

Whenever possible the library staff repairs books that have loose or missing pages, torn covers, or other issues resulting from wear-and-tear. The Circulation Managers and other staff trained in these methods are responsible for assessing and recommending treatment of each item identified with condition issues.

Binding and Preservation

The decision to rebind a worn-out volume is based on the frequency of use as well as the cost of a replacement copy, a later edition, or a different title with more recent information. In-house repairs are made whenever possible, but materials may be sent to a commercial bindery for complete rebinding if necessary. In all cases, library staff members determine if and how the item is to be handled.

Periodical Maintenance and Preservation

Most periodicals received by the library are not bound, but are kept as part of the permanent collection. The decision on which journals are kept and which ones are discarded rests with the Library Director in consultation with library staff and faculty as appropriate and as budget allows.