



The Paul Mellon Centre *for Studies in British Art*

Library Collection Development Policy

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1. Introduction

The Paul Mellon Centre's Library contains approximately 20,000 books and exhibition catalogues, 8000 auction catalogues and over 200 serial¹ titles² covering British² art and architecture from the 16th to mid 20th century. The purpose of this collection development policy is to enable all users of the Paul Mellon Centre Library to understand how the Library's stock is selected and to predict what types of material they should expect to find in there. Particular strengths of the collection are materials relating to the country house and the Grand Tour in the 18th century. This policy relates to the Library only. There are separate policies for the Archives³ and Photographic Archive⁴.

2. The Paul Mellon Centre Library's mission statement

"The Paul Mellon Centre Library's purpose is to provide scholars and research students with the facilities to study British art and architecture from the 16th to mid 20th century".

¹ "Serial publications include print periodicals and newspapers, electronic magazines and journals, annuals (reports, yearbooks etc.), continuing directories, proceedings and transactions" definition from *Online Dictionary for Library and Information Science* by Joan M. Reitz, http://www.abc-clio.com/ODLIS/odlis_s.aspx. Newsletters should also be included under this heading.

² Throughout this policy, the term 'British' refers to the art of the British Isles, ie. England, Ireland, Scotland and Wales.

³ Archive Collection Policy Statement.

⁴ In the process of being compiled.

3. Users of the Library

The Library provides facilities to the following groups. The groups are listed in order of precedence. The individual or short-term requirements of these users should not affect what is purchased for the Library without reference to the overall policy.

3.1 Staff of the Paul Mellon Centre - The Library provides staff with research facilities: for teaching on the Yale-in-London programme; for research for Paul Mellon Centre publications; for research for conferences and seminars; for research relevant to giving grants; and for personal academic research.

3.2 Fellows of the Paul Mellon Centre and recipients of Research Support Grants - The Library is available to the Paul Mellon Centre's fellows and recipients of Research Support Grants as a base to work in pursuit of their research on British art and architecture.

3.3 Yale-in-London Students - The Library is available to Yale-in-London students as a base in which to study. The Library does not aim to fulfil all the needs of the Yale-in-London students; it should be used in conjunction with the University of London's Senate House Library and other appropriate libraries as advised by the course tutors and the Librarian.

3.4 Members of the Public - The Library is available to students and scholars to assist their research into British art. There are a number of unique items in the Library that are available to all interested visitors. The Library is of particular use to overseas researchers and those following correspondence courses, who would not have ready access to other resources in London.

4. Policy

This policy refers to intended future collecting and may not reflect stock already in the Library. Any new subjects suggested for inclusion should be referred to the Librarian and the Director of Studies. The following general limits are applied to the subjects collected:

4.1 General subject limits - Subjects collected are fine art (painting, drawing, sculpture, prints) and architecture as well as garden history. See **5. Subjects Collected** below for more detail and **Appendix – Subjects collected** for a comprehensive list.

4.2 Geographical borders - The main priority is the collection of works relating to the British Isles (England, Ireland, Scotland and Wales). Some material on former British colonies (North America, Australia, India etc.) during their respective colonial periods are also collected. Works on Europe and the rest of the world are not collected on the whole.

4.3 Chronological framework - The general policy is to collect works on the post-medieval period. In practice the main emphasis is on the 16th to mid 20th century (c 1500-1950). Key works relating to the medieval period and second half of the 20th century are also acquired alongside catalogues raisonnés on established late 20th century artists at the end of their careers.

4.4 Languages - Most publications acquired should be in English; important relevant works in other languages, especially French, German and Italian, where no translation is available, are also collected.

4.5 Media – Books (including exhibition catalogues, dissertations, and pamphlets), auction catalogues and serials are collected. See also: **6. Format collected.**

4.6 Quantity – Single copies only of each item are collected.

5. Subjects Collected

The subject areas collected are listed below. For more detail see **Appendix – Subjects collected** below.

Collected comprehensively within the constraints listed in **4. Policy** above:

- Collection catalogues (British public collections, foreign public collections, royal collections, country house and private collections)
- Art
 - Art reference
 - Artists monographs, exhibition catalogues, biographies – British c 1500-1950 with key works for established late 20th century artists
 - Art theory – The Sublime, The Picturesque only
 - Art history – British c 1500-1950 with some books for the medieval period to the late 20th century with key survey works for the late 20th century
 - Art subjects – portraiture, animals, subjects in art, landscapes, views, seascapes etc.
 - Occupations and activities in the arts - patrons, collecting, etc.
 - Drawing
 - Caricature
 - Prints
 - Painting – including miniatures, watercolours, mural painting
- Garden history
- Architecture
 - Architecture of towns – including the historical development of towns and cities, garden cities and model villages
 - Architectural history – British c 1500-1950 with some books for the medieval period to the late 20th century
 - Occupations and activities in architecture – craftsmen, architecture as a profession
 - Building types – public, civil, commercial, industrial buildings; religious buildings; educational buildings; domestic buildings, including the town house and country house
 - Interior decoration
- Sculpture

- The Grand Tour

Collected to a lesser extent

- Costume
- Art theory – British (other than *The Sublime* and *The Picturesque*, which are collected comprehensively)
- Art technique – British
- Architectural theory – British
- Architectural technique – British
- Metal arts – 18th century
- Furniture – 18th century
- Book illustration
- Photography – 19th century
- Music
- Theatre

6. Format Collected

6.1 Printed materials

6.1.1 Binding – Hardbacks are bought in preference to paperbacks.

6.1.2 Rare books – In general, antiquarian or rare books are not acquired unless they relate to the major strengths of the collection. Books on the following areas are collected: 18th and 19th century artists monographs or treatises; early country house guidebooks; Grand Tour diaries; books on *The Picturesque*). The maximum spent on an individual book is c £300. The relative proximity of the British Library, and the increasing numbers of rare books available online, has a bearing on collecting in this area.

6.1.3 Books of essays – These are collected. These are purchased when there are two important or three lesser essays of relevance in the volume.

6.1.4 Letters and diaries – Those of relevant artists are collected. Sets of collected correspondence and diaries of non-artists are not collected unless they are considered very important for the study of the arts. Many important sets are already in the Library. The Director of Studies has a set of most of the others relevant to the study of the 18th century in his office that can be used by staff and established researchers⁵.

6.1.5 Theses / dissertations – US PhD theses in British art are collected. If the thesis is available online, it is only purchased in hard copy (from UMI) if it is very important. British theses are acquired when available, usually in unpublished form, from the author or supervisor of the PhD.

6.1.6 Pamphlets – These are collected comprehensively and catalogued individually.

⁵ Correct until September 2012.

6.1.7 Exhibition catalogues – There are collected comprehensively even if they are only handlists.

6.1.8 Auction catalogues – Catalogues of major British art sales, held by Sotheby's and Christie's in London and New York, are added to the Library when the Photographic Archivist has finished with them.

6.1.9 Serials, Periodicals and Annual reports – These are collected where relevant. Annual reports are kept for more than one year only if they contain useful information about acquisitions.

6.1.10 Offprints – Relevant offprints from journals and books of essays are collected and catalogued fully and treated as individual items. These have usually been donated by the author.

6.1.11 Photocopies – These are generally not collected except in the following exceptional circumstances:

- The item is unavailable to purchase in its original form and is out of copyright (e.g. 18th and 19th century sales catalogues, print publishers catalogues of the 17th – 19th centuries, or collections of exhibiting society and other exhibition catalogues from the 18th – 19th centuries).
- The material is a collection accumulated during a research project undertaken by an external researcher and subsequently donated to the Paul Mellon Centre. This material will be assessed against the criteria listed in **7. Acquisition – purchase and donation** and **8. Other considerations** of this policy before it is accepted. If accepted it will be treated as an information file and kept as part of the Library.

6.2 Archival materials

6.2.1 Individual manuscripts – These are not collected. Any manuscript material received as part of a book bequest is passed to the Paul Mellon Centre Archives.

6.2.2 Archives – see the Archive Collection Policy Statement for further information.

6.3 Audio visual materials

6.3.1 Microform, videos, CD-ROMs and DVDs are not collected in general.

6.3.2 Slides and Photographic archives – see the Photographic Archive Collection Development Policy⁶.

7. Acquisition – purchase and donation

7.1 Purchase

Most books, exhibition catalogues and serials are purchased. Sales catalogues are acquired by the Photographic Archivist and passed to the Library when finished with.

⁶ In the process of being compiled.

7.2 Donation

Many items are donated. Items that may be received as gifts are:

- All Paul Mellon Centre / Yale Center for British Art publications and some other Yale University publications.
- Almost all publications supported by the Paul Mellon Centre through the fellowships and grants programme.
- Offprints or extracts from journals or books of essays.

Donations of individual books from readers, authors or others are welcomed. Not all gifts are kept. They are assessed with regard to this policy. Books published by the Paul Mellon Centre and Yale Center for British Art as well as publications supported by the Paul Mellon Centre fellowships and grants programme are always kept regardless of subject matter.

Donations or bequests of collections of second-hand material are also welcomed. Items within the collection that are outside the collecting remit of this policy will be offered back to the donor or to other libraries in agreement with the donor. Duplicate items will not be kept unless they contain important annotations. When deciding whether to accept a donation or bequest, a site visit is undertaken where possible, followed by a survey of the materials offered. When deciding whether to take the collection the following issues will be taken into consideration:

- The importance of the intellectual content of the material.
- The conservation needs of the material: the state of the bindings; how clean the books are; and whether any infestations (mould or insects) are present.
- The proportion of the collection that will be added to the Paul Mellon Centre's collection and how much will need to be disposed of.
- How costly the material will be to pack and transport to the Paul Mellon Centre.
- The size of the collection and how much space it will occupy.
- Whether there are staff and funds available to: sort, check against the catalogue, accession, catalogue, spine label and shelve the collection and move existing stock around to create space for it in the Library.

All collections of material will be accompanied by a Library Acquisition Form signed by the donor and the Librarian. A copy of this form is kept in the institutional archives of the Paul Mellon Centre and a copy is kept by the donor.

8. Other considerations

General factors to bear in mind with regard to each acquisition are:

Space – Lack of shelf space currently available for books and periodicals and the limitations of the building for future expansion.

Budget – The limited size of the Library budget which must cover books, auction catalogues and materials.

Other libraries – Other resources available to users and the likelihood of another institution buying a particular publication. Organisations such as ARLIS/UK & Ireland, the art libraries society, and London Art History Libraries Forum (LAHLF, formerly the Library Committee

on the History of Art), host a discussion list and hold meetings where expensive acquisitions may be discussed. The Paul Mellon Centre is a member of both organisations.

Missing books – Missing books will be replaced where possible. Second-hand booksellers' catalogues are checked to fill gaps in past collecting and online listings are used to search for specific items.

Duplicates – Duplicates are no longer acquired, either for the Yale-in-London programme or for any other purpose. Many duplicates have been withdrawn from stock but a small core collection of duplicates has been kept to provide for the Yale-in-London programme. Multiple sets of course books for the Yale-in-London programme are no longer purchased.

Yale-in-London programme – The Yale-in-London programme is only supported by the Library when the teaching is within the general collecting policy. A very few books are purchased outside the policy in the case of art, architecture and history courses, especially if the course is to be run more than once. Literature and drama courses are not supported at all. The Library does not necessarily buy all the books on a reading list and it does not purchase duplicate and multiple sets of books.

9. Future collecting emphasis

The strengths of the Library are to be built on.

- 18th century art and architecture
- The Grand Tour in the 18th century
- The country house (especially guidebooks)
- The Picturesque (especially Gilpin)

Sections that are currently somewhat weak are to be built up.

- Sculpture
- Architectural history (especially treatises)
- 18th century decorative art
- 20th century artists

10. Other resources

The holdings of these other libraries will be borne in mind when acquiring a publication.

- British Library, 96 Euston Road, London NW1 2DB.
- British Library Document Supply Centre, Boston Spa, Wetherby, West Yorkshire LS23 7BQ.
- Courtauld Institute Book Library, Somerset House, The Strand, London WC2R 0RN.
- London Library, 14 St James's Square, London SW1Y 4LG.
- National Art Library, Victoria & Albert Museum, Cromwell Road, London SW7 2RL.
- National Portrait Gallery Library, St Martin's Place, London WC2H 0HE.
- Tate Gallery Library, Millbank, London SW1P 4RG.
- University of London Library at Senate House, Malet Street, London WC1E 7HU.
- Westminster Reference Library, Art & Design Library, St Martin's Street, London WC2H 7HP.

11. Disposal policy

The Library does not generally dispose of material once it has been accessioned. Superseded editions of books are generally kept. Exceptions are listed below:

- Out-of-date reference books (*Museums Yearbook, Who's who, World of Learning, etc.*)
- Newspapers, newsletters, magazines and annual reports with a short life span (*Times Literary Supplement, Art Newspaper, Museums Journal etc.*). These are usually kept for one year.
- Out-of-date duplicate materials no longer needed for teaching purposes.
- Damaged material that cannot be repaired or rebound will be withdrawn if it can be replaced. It is often cheaper to purchase a new copy of a book instead of rebinding a damaged copy.
- Photocopied material in stock may be withdrawn if an original copy has been acquired as a replacement.

All material to be removed from the Library will be deleted from the catalogue and accessions register and marked with a red WITHDRAWN stamp which is signed by the Librarian. Material to be disposed of is offered to other libraries such as those in ARLIS/UK & Ireland or LAHLE.

Emma Floyd

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Appendix – Subjects collected

This list is arranged by the Paul Mellon Centre Library's classification scheme, a modified version of Universal Decimal Classification (UDC)⁷.

0 *Generalities*

03 *Encyclopaedias. General reference works*

Not collected on the whole.

05 *Serial publications. Periodicals*

Periodicals collected include: scholarly art historical and architectural journals; specialist periodicals on subjects of relevance to the collection; newsletters of relevant societies; newspapers and magazines for staff current awareness; and annual reports of relevant institutions. All suggestions for new periodicals are to be supported by two members of staff. Periodicals will not be acquired for short term needs. When purchasing a new title, the continuing commitment involved will be considered: the ongoing cost, the space used and the cost of binding. Many periodicals are available via the Yale University Library online databases⁸ and this will be a consideration before subscribing. Individual articles and issues can be acquired from the British Library Document Supply Centre. This can be for members of staff to keep. If relevant to the collection and copyright cleared, these can be added

⁷ For further information on Universal Decimal Classification, see <http://www.udcc.org/udccsummary/php/index.php>

⁸ For staff use only.

to stock. Journal articles not needed for stock can be borrowed from the London Library, or used via the London Library Electronic Library.

- 062 *Exhibition catalogues – British Isles*
These are widely collected with a generous interpretation of the collection development policy as they often contain new research and material hard to find elsewhere. Catalogues of commercial galleries are acquired sparingly; only those of the major dealers in British art such as Richard Green, Maas Gallery and Agnew's are acquired. These are usually donated.
- 063 *Exhibition catalogues – foreign institutions*
Major exhibition catalogues of foreign institutions are collected where relevant. Catalogues of commercial galleries are not collected. All Yale Center for British Art catalogues and other relevant catalogues connected with Yale or Paul Mellon's collection are acquired.
- 065 *Private collections*
Catalogues are collected when the collection contains at least 50% British art c 1500-1950.
- 066 *Country house collections*
All British country house collection catalogues are collected. Old editions are kept.
- 067 *Museums and art collections in general*
These are collected where relevant. Technical books on museology are not acquired.
- 068 *Permanent collections – British Isles*
Catalogues are collected when the collection contains at least 10% British art c 1500-1950. Also major histories of collections of relevance are collected.
- 069 *Permanent collections – foreign institutions*
Catalogues are collected when the collection contains at least 75% British art c 1500-1950
- 1** *Philosophy. Psychology*
Not collected
- 2** *Religion. Theology*
Not collected
- 3** *Social Sciences*
Not collected with the exception of some books on class, consumption and costume that may support the study of the arts.
- 6** *Technology*
Not collected
- 7** *The arts*
- 7() *Art reference books*
Collected according to the general limits listed above in **4. Policy**
- 7 *Artists monographs*
Collected comprehensively according to the general limits listed above in **4. Policy**. Books on painters, sculptors, printmakers, landscape gardeners and architects are acquired. Books on caricaturists, book illustrators, designers, are collected to a lesser extent. Books on decorative artists, crafts people such

as potters or jewellers, and engineers or surveyors are not acquired except in the case of major figures who had an impact on the fine art or architecture of their time (e.g. Grinling Gibbons or Thomas Chippendale). Books on photographers are not collected with the exception of books on major 19th century figures (e.g. Julia Margaret Cameron). Books on graphic designers are not collected.

The collection of 19th and 20th century artists' monographs and biographies is to be built up. For artists active pre-1950, all monographs and biographies are collected (with the exception of very basic picture books and popular biographies). For artists active post-1950, the major monograph and the catalogue raisonné is collected for all major established artists, living or dead. Books of letters are collected for artists active pre-1950.

Major books on foreign artists active in Britain and those who painted British sitters abroad are acquired, especially those works dealing with the relevant period of their career. Books on foreign artists whose art was collected by British collectors in the 18th century (e.g. Guido Reni) or who had an influence on British artists, architects or landscape designers (e.g. Palladio) are occasionally collected (particularly if they contain a chapter on their influence on Britain). Books on other foreign artists are not collected.

7.01 *Art theory*

Very few books are collected, the exception being works on 18th and 19th century ideas such as *The Picturesque* and *The Sublime*.

7.02 *Art technique*

Books are only acquired where directly relevant to the study of the core subject collected (e.g. books on frames or historical painting techniques). Technical books and books on conservation are not acquired.

7.03 *Art history*

Books on the art history of the British Isles are collected comprehensively c 1500-1950. Post-1950 a very few general documentary monographs are acquired. The collection of books on the art history of the 19th and early 20th centuries is to be built up. There is a slightly stronger focus on the 18th century than on any other period. Books on art in its cultural context, for example works on art and literature, or art and music, are acquired if relevant.

Some books on the art history of former British colonies during the colonial period are acquired (especially books on British artists in India).

Books on European and foreign art in general are not collected.

7.04 *Subjects for artistic representation (portraiture, landscapes, seascapes, etc.)*

This area is collected comprehensively according to the general limits listed above in **4. Policy**.

7.07 *Occupations and activities in the arts (patrons, collecting)*

This area is collected comprehensively according to the general limits listed above in **4. Policy**.

711.4 *Town planning*

This area is collected within the general limits listed above in **4. Policy**. Selected works are collected on the architecture of towns that are of special interest for their architecture built pre-1950, especially towns built in the 18th century, e.g. Bath, Edinburgh, Dublin and London. Books on garden cities and model villages are also collected.

712 *Garden history*

This area is collected comprehensively according to the general limits listed above. Books on garden design rather than picture books or guide books are collected. Books on gardens from post-1950 are not collected.

- 72.01 *Architectural theory*
Pre-20th century British architectural treatises are acquired, especially in reprint form. Occasionally books on Italian Renaissance architectural theory are collected if relevant to the study of British architecture.
- 72.02 *Architectural technique*
Books are only acquired where directly relevant to the study of the core subject collected. Technical books and books on conservation are not acquired.
- 72.03 *History of architecture*
Architectural history of the British Isles is collected comprehensively c 1500-1950. For the period post-1950, a very few general documentary monographs are acquired. The collection of books on the architectural history of the 19th and early 20th centuries is to be built up. There is a slightly stronger focus on the 18th century than on other periods.
A very few books on the architectural history of former British colonies during the colonial period are acquired if directly relevant to British architecture (e.g. New Delhi, Georgian architecture in the Caribbean).
European and foreign architecture in general is not collected.
- 72.07 *Occupations and activities in architecture*
Very few books are acquired in this area and only if directly relevant to the core subject collected (e.g. the history of architecture as a profession).
- 721 *Buildings generally*
This area is collected according to the general limits listed above. Technical books are not acquired. Books on vernacular architecture are not collected in general. Books on the history of a specific building or specific type of building are collected comprehensively.
- 725 *Public, civil, commercial, industrial buildings*
This area is collected with more emphasis on buildings that are culturally significant (palaces rather than factories). However serious academic books on housing, factories, etc. are purchased.
- 726 *Religious buildings*
This area is collected according to the general limits listed above in **4. Policy**.
- 727 *Educational buildings*
This area is collected according to the general limits listed above in **4. Policy**.
- 728 *Domestic buildings*
This area is collected according to the general limits listed above in **4. Policy**. Vernacular architecture not collected. Books on the country house are collected comprehensively.
- 73 *Plastic arts. Sculpture*
Sculpture is collected comprehensively according to the general limits listed above in **4. Policy**. This area is to be built up especially for the 19th and early 20th centuries.
- 738 *Pottery*
This area is not collected unless directly related to fine arts, especially 18th century.
- 739 *Metal arts*

- This area is not collected unless directly related to fine arts, especially 18th century.
- 74 *Drawing*
This area is collected comprehensively according to the general limits listed above in **4. Policy**. Technical books are not acquired unless they are historical treatises.
- 741.5 *Caricature*
Graphic satire is collected comprehensively according to the general limits listed above in **4. Policy**.
- 745 *Decorative art*
This area is not collected unless directly relevant to the core subjects collected. Major books on 18th century material or the Arts and Crafts movement are collected.
- 747 *Interior decoration*
This area is collected according to the general limits listed above in **4. Policy**.
- 749 *Furniture*
This area is not collected unless directly relevant to the core subjects collected. Major works on 18th century furniture are collected.
- 75 *Painting*
This area is collected comprehensively according to the general limits listed above. Technical books are not acquired unless they are of historical significance.
- 76 *Graphic arts*
Books on printing are collected comprehensively according to the general limits listed above in **4. Policy**. Technical books are not acquired. Books on graphic design are not acquired.
- 766 *Book illustration*
This area is collected according to the general limits listed above in **4. Policy**. Botanical illustration and travel illustration are also collected.
- 77 *Photography*
Major works on 19th century fine art British photography and photographers are collected.
- 78 *Music*
This area is only collected where directly relevant to the fine arts, especially the 18th century (e.g. Vauxhall Gardens).
- 792 *Theatre*
This area is only collected where directly relevant to the fine arts (e.g. 18th century theatre design).
- 8** *Language. Linguistics. Literature*
This area is not collected. The Yale-in-London literature and drama courses are not supported.
- 9** *Geography. Biography. History*
- 902 *Archaeology*
This area is not collected unless directly related to the study of The Grand Tour.
- 908 *Area Studies*
This area is only collected where the place has a strong link to the core subjects, or areas where the Yale-in-London students may travel for study

(e.g. Italy). Selected books on London, Bath etc. can be acquired where relevant.

910.4 *Travel*

This area is not collected with the exception of books on The Grand Tour.

929 *Biography (in general)*

This area is no longer collected on the whole except for biographies of people connected with the arts.

929.5 *Genealogy*

Selected reference books are collected where relevant to the study of the arts (e.g. a family history of an aristocratic family that travelled on The Grand Tour or that collected or built on a grand scale).

929.6 *Heraldry*

This area is not collected.

940 *History of Europe*

This area is not collected.

942 *History of Great Britain and Ireland*

Only a very few books are collected when they have a direct impact on the study of the arts, such as cultural histories of a period. Key series on British history are also collected. A very few major history books are acquired for the use of the Yale-in-London students but in general their history courses are not supported unless the course is likely to be repeated regularly.