



## **Collection Development Policy Statement for the Conservation Collection in the Research Library at the Getty Research Institute**

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This Collection Development Policy Statement for the Conservation Collection in the Research Library at the Getty Research Institute (GRI) articulates the precise scope and policy for cultural heritage conservation literature acquired and retained within the Research Library. What began as a modest collection supporting the program activities of the Getty Conservation Institute (GCI) has become a significant resource for conservation research throughout the world. Nearly thirty years of sustained growth in the Research Library's holdings of conservation literature has prompted periodic assessments of the Conservation Collection, and the revision of this policy statement for its continued growth and development.

This policy will be reviewed and updated as needed at least every three years by the GCI Collection Development Librarian, the Manager of GCI Research Resources, and Manager of Library Collection Development and Acquisitions.

### **Purpose of the Policy Statement**

This Collection Development Policy Statement is designed to serve a range of purposes. The Policy is intended to:

- define and clarify the collecting policies of the Collection
- guide the Collection Development Librarian in coordinating the activities to select and acquire resources for the collection
- justify budget appropriations and guide expenditures
- delineate and evaluate existing strengths and weaknesses in the Collection
- articulate and emphasize the Collection's vital relationship to other research resources managed by the Research Library and the GCI

This Policy Statement for the Conservation Collection documents its:

- I. Purpose and History
  - II. Scope and Coverage
  - III. Conspectus
  - IV. Selection Criteria
  - V. Acquisition and Management
  - VI. Exchange and Gift Policy
  - VII. Bibliographic Control and Access
- Appendix A Statements of Intellectual Freedom

## I. Purpose and History of the Conservation Collection

The Conservation Collection in the Research Library at the GRI represents an ongoing collaboration between the GCI and the Research Library to acquire and retain resources required to fulfill the long-term research and scholarship needs of the international conservation community. The Conservation Collection, with its emphasis on the conservation, management, and protection of cultural property, both movable (held by museums or libraries) and immovable (architecture, cultural heritage sites), complements the general and special collections of the Research Library that focus on the history of the visual arts, architecture, archaeology, and the humanities.

Due to the interdisciplinary nature of cultural heritage conservation, the Conservation Collection includes research resources ranging from the pure and applied sciences, such as chemistry and materials science, to humanities-based disciplines, such as history and archaeology. The collection is intended to enable and document the work of the many professionals involved in the advancement of conservation, including fine and decorative arts conservators and restorers, book, paper, and photograph restorers, archivists, conservation scientists, material scientists, conservation architects, historic preservationists, architects and architectural historians, museum curators, historic and world heritage site managers, archaeologists, educators, and cultural policy makers.

The GCI Information Center was established as a library in 1985 to support the program activities of the Institute. At that time existing bibliographic works on cultural heritage conservation held by the Research Library at the GRI were transferred to the GCI Library in Marina del Rey, forming the core of its collection. In 1997, when the GCI moved to the Getty Center, its holdings were consolidated with those of the Research Library once again. The intervening years have seen the collection grow both in scope and number of volumes. To increase the accessibility and visibility of cultural heritage conservation and conservation-related literature held within the Research Library, in 2005, the collection designation “Conservation Collection” was adopted to collocate this literature.

With its expert knowledge of the conservation literature and community, the GCI is responsible for the selection of resources for the Conservation Collection. Also, the acquisitions budget for the Conservation Collection resides within the GCI. The Research Library at the GRI is responsible for the acquisition, cataloging, housing and storage, preservation and conservation, circulation, and interlibrary loan of the Conservation Collection.

## II. Scope and Coverage of the Conservation Collection

The seven main collecting areas of the Conservation Collection are:

### **Movable cultural property management, conservation, and protection**

Policy, best practices, and case studies for the management, conservation, and protection of movable cultural property, especially museum collections of fine and decorative arts; library and archival materials; and artistically and/or culturally significant objects managed within cultural institutions. Also includes the management of the physical environment for collections, including indoor air pollution, storage, transportation, and exhibition methods, security issues, emergency management, and preventive conservation methods.

### **Built heritage management, conservation, and protection**

Policy, best practices, and case studies for the protection and preventive conservation of immovable cultural property. Includes architectural conservation and the conservation of decorative architectural surfaces; the protection, conservation, restoration, or reuse of historic buildings and their architectural elements; historic city centers, historic sites and their management, including World Heritage areas; cultural landscapes and historic landscapes; and the preservation of in-situ cultural property, such as rock art sites, wall paintings, and mosaics.

### **Archaeological conservation**

Policy, best practices, and case studies for the protection and preventive conservation of cultural property found within an archaeological context, including both archaeological sites and culturally and ethnographically significant objects.

### **Conservation science, and scientific methods and technologies**

Conservation science and general scientific methods and technologies that may be applied to the conservation of cultural property, including museum conservation methods, radiography, photogrammetry, spectroscopy, chemistry and other pure sciences, GIS, site recording and surveying, documentation methods, and archaeological dating methods.

### **Materials and materials science**

The analysis and testing of the many and varied materials from which structures and objects of cultural significance, from the ancient to the modern, are made, especially methods for deterioration assessment and prevention. Includes the historic and modern technologies and materials used to produce artistic or cultural objects, such

as stone, wood, metals and metallurgy, paper, paint, ceramics, glass, plastics, plant and animal materials, and other organic and inorganic materials.

**Education and training methods for cultural property management, conservation, and protection**

Education and training policy and practice, didactic materials for the professions involved in the management, conservation, and protection of cultural property, including art restorers, conservation scientists, heritage managers, and the building trades.

**Policy and management issues for cultural property protection and conservation**

Policy issues and case studies for the non-technical aspects of cultural property protection, including the protection of cultural property through international charters, standards, and best practices, law and legislation, ethics of collecting, philosophical approaches to cultural heritage conservation, heritage tourism issues, and economic and cultural policies.

The Conservation Collection is intended to document the management, conservation, and protection of the world's cultural heritage; there is no limit to geographic, cultural, or language coverage. The collection also includes the records, reports, and publications produced by the GCI through its research and project work.

Since conservation is still a relatively new and developing field, most titles selected for the collection are current or twentieth-century imprints. Antiquarian or rare books, workshop recipe books, manufacturers' sample books and catalogs, archival and special collection materials are acquired for the collection in consultation with the curators of the Research Library at the GRI.

### III. Conspectus for the Conservation Collection

A conspectus is a library collection assessment and management tool that provides a comprehensive survey of a library's collection on specific topics and measures the existing strengths and weaknesses of the library's holdings on those topics. The comprehensive overview and measurement of a collection assists in setting priorities for its development. Introduced in 1982, the Research Libraries Group (RLG) conspectus was provided as a method for research libraries to inventory their collections and evaluate their existing collection strengths through a survey using worksheets based on the Library of Congress (LC) classification scheme.

The Conspectus for the Conservation Collection (available upon request) details the specific topics of interest and the baseline assessment for the collection. To define and assess the conservation holdings at the Research Library, the RLG conspectus approach was adapted in several respects. First, LC subject headings, rather than LC class numbers, define the scope of the collection. Since most conservation topics are usually only an aspect of a larger topic, and therefore classed to the larger topic, LC classification numbers are not particularly useful in identifying conservation content. Second, since the collection intensity levels outlined in the RLG conspectus describe collection levels appropriate to a university library rather than a research library, the description of the collection intensity levels has been modified to reflect the holdings within a research library, and with reference to the primary index for conservation literature, AATA Online. The conspectus includes approximately 500 core LC subject headings, and an additional 1,500 LC subject headings for supportive topics. In 2004, the Research Associate for Collection Development performed a quantitative assessment of the Conservation Collection and assigned the current and desired collection intensity levels, as described below, for each topic. Overall, the current collection intensity level was a three, and the desired collection intensity level was four.

In 2015 the Collection Development Librarian and the GCI Information Center Manager conducted an assessment of the collection in order to measure its progress. To best approximate the methodology used in the 2004 assessment project, all WorldCat holdings were used as opposed to the holdings of a select group of libraries. Instead of analyzing the more than 2,000 LC subjects headings making up the conspectus, this assessment was limited to the 500 core conservation subjects and only those with the greatest disparity between the current collecting intensity (CCI) and the desired collecting intensity (DCI) established in 2004. This resulted in a list of approximately 50 LC headings where the CCI level was a 2 aiming to be a DCI 4. In all other cases the CCI met, exceeded, or was one level below the established DCI. The original analysis in 2004 looked at the publication year 2000. For this assessment the 2010 publication year was used.

A dataset was created from WorldCat searches on the 50 priority subject headings, which consisted of 1,610 records. This dataset was used to compare conservation holdings in the Getty Research Library catalog (Alma). The list of priority subject headings was further narrowed as many of the headings were not represented in the WorldCat dataset, which only captured a single year of publication activity (2010). It was possible however to pinpoint the current collecting level for 12 of the 50 priority subject headings where there were 10 or more results in either WorldCat or Alma. The findings show that, in 2015, the

collection intensity level increased in 10 out of the 12 priority subject headings and on average the collection intensity level is four.



In 2019, with the assistance of a UCLA graduate student intern, the Collection Development Librarian added 50 recently-approved (2014-2018) Library of Congress subject headings to the conspectus.

## **Description of collection intensity levels**

### **5 Exhaustive**

Includes all significant works of recorded knowledge on the topic, both published and unpublished, in all formats, languages, and publication dates. The aim, if not the achievement, is exhaustiveness.

Prospective and retrospective collection development.

Quantitative measurement: 76–100% of holdings on topic in OCLC.

Qualitative measurement: Emphasis is placed on literature currently abstracted by AATA Online, original research and scholarship, conference proceedings and journals, and titles not held by any other lending institution.

### **4 Comprehensive**

Includes the most significant works of recorded knowledge on the topic, both published and unpublished, in all formats, languages, and publication dates.

Prospective and retrospective collection development.

Quantitative measurement: 51–75% of holdings on topic in OCLC.

Qualitative measurement: Emphasis is placed on literature currently abstracted by AATA Online, original research and scholarship, conference proceedings and journals, and titles not held by any other lending institution.

### **3 Supportive**

Includes the most significant published works of recorded knowledge on the topic.

Selective and prospective collection development, minimal and selective retrospective collection development.

Quantitative measurement: 25–50% of holdings on topic in OCLC.

Qualitative measurement: Emphasis is placed on currently published literature and literature abstracted by AATA Online, especially conference proceedings and journals. For topics subsumed under an overly broad LC subject heading, titles selected must relate the broad topic to the conservation of cultural heritage.

### **2 Contextual**

Includes selected editions of significant works, reference works and handbooks, a few major periodicals, and literature not available through interlibrary loan.

Prospective collection development, highly selective retrospective collection development.

Quantitative measurement: less than 25% of holdings on topic in OCLC.

Qualitative measurement: Includes significant works that provide historical, art historical, and other contextual information needed for current conservation research or project.



## **1 Basic**

Includes introductory, background, and fundamental material and basic reference works that serve to introduce and define the subject and to indicate the varieties of information available elsewhere. Includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals.

Prospective and highly selective collection development.

Quantitative measurement: less than 10% of holdings on topic in OCLC.

Qualitative measurement: Includes basic reference works that provide historical, art historical, and other contextual information needed for current conservation research or project.

#### **IV. Selection Criteria for the Conservation Collection**

The responsibility for the selection of resources for the Conservation Collection resides primarily with the GCI Collection Development Librarian, under the supervision of the GCI Manager for Research Services, and in concert with the policies of Collection Development at the Research Library. The Getty's senior conservation staff meets periodically with the GCI Collection Development Librarian to recommend priorities for the Collection's development, and to provide insight into new areas of research in conservation. Specific recommendations for resources are accepted from all Getty conservation staff, scholars, and interns, and from the international conservation community.

Selection for the collection relies primarily upon the following collection development tools: OCLC, AATA Online, published bibliographies, evaluations published in reputable review sources and journal literature, vendor-supplied bibliographic information, Getty conservation staff and scholar recommendations, review of interlibrary loan/document delivery requests.

As part of the general collections of the Research Library at the GRI, the Conservation Collection adheres to the American Library Association (ALA) Library Bill of Rights and the International Federation of Library Associations and Institutions (IFLA) Statement on Libraries and Intellectual Freedom (see Appendix A), and abides by all regulations and laws relative to copyright.

#### **Description of materials and formats collected**

For long-term preservation purposes, print resources and hardbound books are preferred. Print resources of all types are acquired: serials, monographs, conference proceedings, reports and abstracts, handbooks, manuals, technical reports, theses and dissertations, maps, travel guides and guidebooks to historic places, sample books, encyclopedias, dictionaries, bibliographies, abstracts, indexes, and other reference works. Audiovisual (videos, DVDs, film, microfilm and microfiche, slides) and electronic resources (e-journals, e-books, PDFs, computer software, CD-ROMs, subscription and free databases, Web sites) are also selectively acquired. Electronic resources are selected both as an extension of access to existing print resources and as a substitute for resources unavailable in any other format. In some cases an electronic format is preferable even when print is still available.

The curators of the Research Library may select and acquire resources for the Conservation Collection in these formats: rare books, antiquarian books, auction sales catalogs, exhibition catalogs, artists' books, workshop recipe books, manufacturers' sample books or catalogs, catalogues raisonnés, archival materials, photographs, and other special collections materials.

**Selection criteria for print resources:**

- Within stated scope of the collection
- Original research, scholarship, or documentation, or unique information of long-term value
- Peer-reviewed
- Intended for stated audience of conservation and conservation-related professionals and practitioners
- Reliability and authoritativeness of individual or corporate author(s)
- Reputation of publisher
- Positive published evaluations from reputable review sources (e.g., *Choice*)
- Publication contains a bibliography, indexes, or original documentation
- Graduate/post-graduate reading level
- Overall quality of publication, in layout and design, quality of images
- Cost and availability

**Additional selection criteria for e-resources:**

- Reliability, authoritativeness, and objectivity of content provider, with preference given to peer-reviewed resources
- Verifiable currency and accuracy of content, with minimal commercial aspect
- Commitment of content provider to maintain an archive of resource content
- Accessibility of resource, i.e., How is user access managed? Is a license required? IP address or password needed?
- Cost of resource, i.e., What is the cost for maintaining access to the resource? Is the resource available from the Statewide California Electronic Library Consortium (SCELC)?
- Design of resource, i.e., Is the resource user-friendly, readable, and easily navigable? Is there an index or search engine?

**Exclusions:**

- Individual journal articles
- Documents less than 15 pages in length
- Ephemera (e.g., pamphlets, press releases, newspaper clippings, publicity announcements)
- Confidential or proprietary documents
- Textbooks
- Vanity press books
- Juvenile literature
- Fiction
- Publications intended for popular audience

## **V. Acquisition and Management of the Conservation Collection**

As of 2019, the Conservation Collection has approximately 55,000 titles, including 400 active serial subscriptions. Resources for the Conservation Collection are acquired through purchase, exchange, or donation. All purchased resources are acquired and managed in accord with the policies and procedures of the Acquisitions Section of the Research Library, and are sent to:

The Getty Research Institute  
Research Library  
Acquisitions Section  
1200 Getty Center Drive, Suite 1100  
Los Angeles, CA 90049-1688  
United States

Several existing approval plans implemented by Collection Development at the Research Library have been modified to include a profile and/or an alert service for conservation literature, based upon the conspectus for the Conservation Collection. Standing orders have been and continue to be established to receive titles that are part of a conservation-specific series. Approximately 400 active serial subscriptions (for reference serials, annuals, newsletters, journals, periodicals, etc.) are maintained through the Research Library Acquisitions Section. However, much of the monographic conservation literature selected for the Conservation Collection is produced by small publishing houses and research organizations; these titles are not distributed through approval vendors and are not well advertised, as a result of a limited audience. Also, much conservation literature remains gray, that is, not formally published. For example, technical and project reports, theses, and dissertations often require contacting the individual or organization directly to obtain a copy. Due to the highly diffuse nature of publication, conservation literature is regularly acquired by the Research Library Acquisitions Section through firm orders, direct from the publisher or issuing organization.

Out-of-print titles are acquired through out-of-print services offered by approval vendors, and through the use of online book dealers, such as the Advanced Book Exchange, Alibris, and Proquest/UMI Books on Demand.

### **Copy retention, weeding, and preservation**

Generally, no more than one copy of a serial title and two copies of a monographic title are maintained; exceptions to this policy are publications of the J. Paul Getty Trust and titles of demonstrated high usage. Considering the youth of the collection and its research value, usually only superseded reference titles are withdrawn from the collection. The Research Library is responsible for the appropriate storage and maintenance of the collection.

## **VI. Exchange and Gift Policy for the Conservation Collection**

Due to administrative constraints, exchange for GCI publications is conducted only with BCIN partner organizations or with publishers or institutions that are unable to transact business with U.S. financial institutions. The GCI has donated unwanted duplicate copies of books to numerous libraries around the world.

Unconditional gifts of materials are solicited and accepted for the collection in accordance with the selection criteria and scope outlined in this policy. Materials out of scope for the collection or that do not meet the selection criteria are forwarded to the Collection Development section at the Research Library for evaluation. All donations become the property of the J. Paul Getty Trust, and may be used as deemed appropriate. Materials donated that do not meet the selection criteria or scope of the Conservation Collection or the other collections of the Research Library may be disposed of by exchange or discard.

A donation form is provided below. At the time of donation, the donor may request an acknowledgement letter from the GCI Information Center to document the materials given; however, the Information Center staff is legally prohibited from determining the value of the gift for tax or other purposes.

All donations for the Conservation Collection may be addressed to:

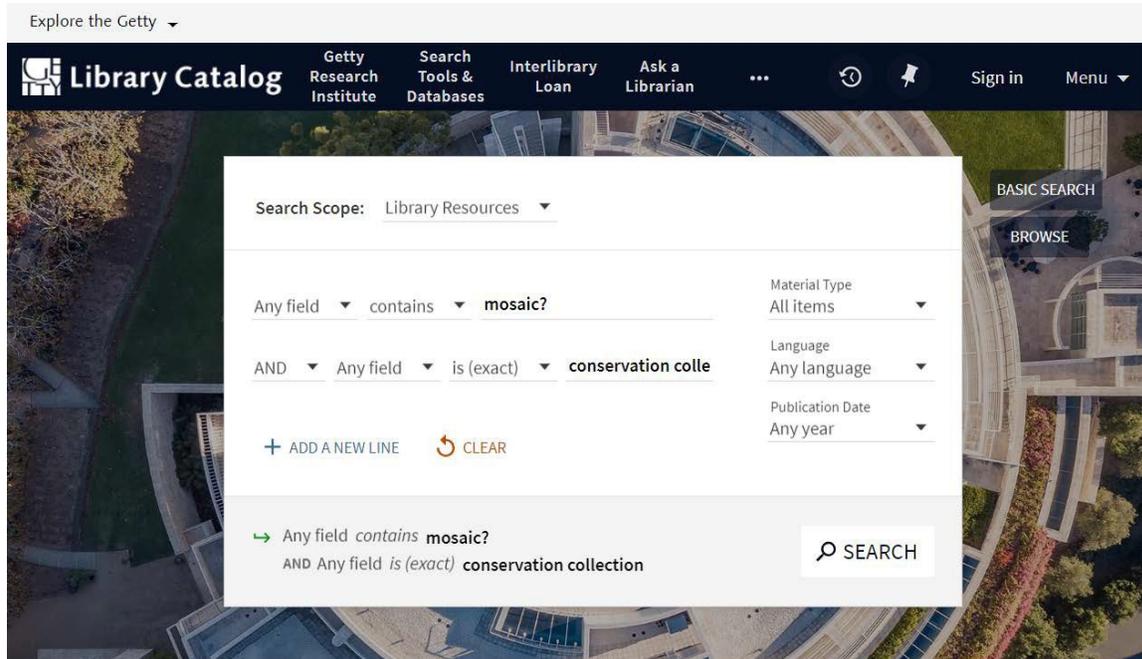
The Getty Conservation Institute  
Information Center  
1200 Getty Center Drive, Suite 700  
Los Angeles, CA 90049-1684  
United States

Email: [GCIInformationCenter@getty.edu](mailto:GCIInformationCenter@getty.edu)

## VII. Bibliographic Control and Access to the Conservation Collection

The holdings of the Conservation Collection, currently about 65,000, are cataloged in US MARC format, and contributed as acquired to OCLC's Worldcat Union Catalog and monthly to the Bibliographic Database of the Conservation Information Network (BCIN). All titles in the collection may be located through the Research Library Catalog at <http://primo.getty.edu>.

Once inside the Catalog, click on "Advanced Search" and enter your topic "contains" and "conservation collection" "is (exact)", as seen here:



As part of the general collections of the Research Library, all resources held within the Conservation Collection are available for use at the Getty Center, or, with few exceptions, may be borrowed through the Interlibrary Loan Department of the Research Library.

Inquiries, comments, and questions about the Conservation Collection should be directed to:

The Getty Conservation Institute  
Information Center  
1200 Getty Center Drive, Suite 700  
Los Angeles, CA 90049-1684  
United States

Email: [GCIInformationCenter@getty.edu](mailto:GCIInformationCenter@getty.edu)

## **Appendix A Statements of Intellectual Freedom**

### ***American Library Association Library Bill of Rights***

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
  - VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996. ALA added the seventh article addressing privacy in 2019.

### ***IFLA Statement on Libraries and Intellectual Freedom Statement prepared by IFLA/FAIFE and approved by the Executive Board of IFLA 25 March 1999, The Hague, Netherlands***

IFLA (The International Federation of Library Associations and Institutions) supports, defends and promotes intellectual freedom as defined in the United Nations Universal Declaration of Human Rights.

IFLA declares that human beings have a fundamental right to access to expressions of knowledge, creative thought and intellectual activity, and to express their views publicly.

IFLA believes that the right to know and freedom of expression are two aspects of the same principle. The right to know is a requirement for freedom of thought and conscience; freedom of thought and freedom of expression are necessary conditions for freedom of access to information.

IFLA asserts that a commitment to intellectual freedom is a core responsibility for the library and information profession.

IFLA therefore calls upon libraries and library staff to adhere to the principles of intellectual freedom, uninhibited access to information and freedom of expression and to recognize the privacy of library users.



IFLA urges its members actively to promote the acceptance and realization of these principles. In doing so, IFLA affirms that:

- Libraries provide access to information, ideas and works of imagination. They serve as gateways to knowledge, thought and culture.
- Libraries provide essential support for lifelong learning, independent decision-making and cultural development for both individuals and groups.
- Libraries contribute to the development and maintenance of intellectual freedom and help to safeguard basic democratic values and universal civil rights.
- Libraries have a responsibility both to guarantee and to facilitate access to expressions of knowledge and intellectual activity. To this end, libraries shall acquire, preserve and make available the widest variety of materials, reflecting the plurality and diversity of society.
- Libraries shall ensure that the selection and availability of library materials and services is governed by professional considerations and not by political, moral and religious views.
- Libraries shall acquire, organize and disseminate information freely and oppose any form of censorship.
- Libraries shall make materials, facilities and services equally accessible to all users. There shall be no discrimination due to race, creed, gender, age or for any other reason.
- Library users shall have the right to personal privacy and anonymity. Librarians and other library staff shall not disclose the identity of users or the materials they use to a third party.
- Libraries funded from public sources and to which the public have access shall uphold the principles of intellectual freedom.
- Librarians and other employees in such libraries have a duty to uphold those principles.
- Librarians and other professional libraries staff shall fulfil their responsibilities both to their employer and to their users. In cases of conflict between those responsibilities, the duty towards the user shall take precedence.

**Conservation Collection Donation Form**

**Donor Name**

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**Donor Address**

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**Date**

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**List of donated materials:**

Title	Author	Format

For long-term preservation purposes, some materials acquired in electronic formats will be converted to print and bound before adding to the Library collection.

**Exchange and Gift policy**

Due to administrative constraints, exchange for GCI publications is conducted only with BCIN partner organizations, or with publishers or institutions that are unable to transact business with U.S. financial institutions.

Unconditional gifts of materials are solicited and accepted for the Collection, in accordance with the selection criteria and scope outlined in the Collection Development Policy for the Conservation Collection, available upon request. Materials out of scope for the collection, or that do not meet the selection criteria, are forwarded to the General Collections Curator at the Getty Research Institute for evaluation. All donations become the property of the J. Paul Getty Trust and may be used as deemed appropriate. Materials donated that do not meet the selection criteria or scope of the Conservation Collection or the other collections of the Getty Research Institute Library may be disposed of by exchange or discard.

At the time of donation, the donor may request an acknowledgement letter from the GCI Information Center to document the materials given; however, the Information Center staff is legally prohibited from determining the value of the gift for tax or other purposes.

Please send an acknowledgement letter from the GCI Information Center.

List of items donated continues on reverse or attached sheets.

**Signature** \_\_\_\_\_

All donations for the Conservation Collection may be directed to the address below or contact us at [gciinformationcenter@getty.edu](mailto:gciinformationcenter@getty.edu).