

Stout Reference Library

The mission of the Stout Reference Library is to collect and organize material pertinent to the museum's collections and to provide services in response to the information needs of the museum staff as well as the public at the highest level attainable within the means of the Library.

Collection Development Policy

The Stout Reference Library of the Indianapolis Museum of Art collects materials relating to the Museum's collections including its gardens, grounds, and historic properties. The library collection is encyclopedic in scope and reflects IMA exhibitions, programs, acquisitions, and research endeavors.

Formats Collected

1. **Books:** The book collection consists primarily of monographs, exhibition catalogs, collection catalogs, catalog raisonnés, reference materials, and auction and sales catalogs. Collected essays, dissertations, and proceedings are selectively purchased on the basis of their relevance to the museum's collection or research endeavors. The library retains but does not actively collect: facsimiles, artist's books, rare or antiquarian books, travel guidebooks, artist's manuals, or archaeological reports.
2. **Periodicals:** The library subscribes to print and electronic periodicals relevant to the museum's mission. Most journals will be bound and retained for future use. The library retains museum publications such as: annual reports, members' magazines, and association reports.
3. **Audiovisual Materials:** Although the library does not actively collect audio-visual materials, such materials will be purchased upon request and as necessary to support specific IMA projects or programs.
4. **Ephemera:** The IMA library collects ephemera in the form of gallery notices, press releases, newspaper clippings, exhibition checklists. Each item is evaluated individually and filed in the vertical files, Indiana artist files, IMA history files, or gallery section of the stacks.

5. Microforms: The library does not actively collect microform materials and will only purchase such materials if a publication is not available in any other format.
6. Electronic Resources: The library subscribes to databases and journals available via the Web. These are selected based on their relevance to the museum's mission and staff research needs. CD-ROMs, CDs, DVDs and other computer-readable formats are not actively collected but may be retained or purchased upon request and as necessary to support specific IMA projects or programs.
7. Other formats not collected by the library include: slides, photographs, original works of art, and artists' books.

Guidelines

1. Chronological scope: Reflecting the museum's encyclopedic collection the library collects materials from all time periods, but places special emphasis on the art produced after the Middle Ages (see specific areas of collecting below).
2. Geographic scope: Reflecting the museum's encyclopedic collection the library collects materials from all cultures.
3. Languages: The library collects materials in every language. If an item is available in multiple languages, preference will be given to English.
4. Duplicates: The library will generally only retain one copy of any item. In the case of IMA publications, the library will retain three copies: one for circulation; two for the IMA Publications Collection. Duplicates or materials considered out of scope will be deaccessioned and sold, exchanged, or offered to other institutions.
5. Reprints/New editions: Reprints are not usually acquired. A new edition will only be acquired when it contains significant revision.
6. Gifts/ Donations: the Library accepts gifts from members of the community. All gifts will be acknowledged in writing by either the library or the IMA's Development Department. The Library cannot provide a value of donated items. The Library will not retain duplicates offered as gifts or donations.

Areas of collection emphasis

Current collection development efforts focus primarily on the following subject areas:

1. European art: Renaissance, Baroque, 18th and 19th centuries, including: painting, sculpture, decorative, and graphic arts
2. Contemporary art
3. Asian art: Japanese and Chinese art, including: painting, decorative arts, sculpture and graphic arts
4. American art, including: painting, sculpture, furniture and graphic arts
5. Textile arts: Rugs and carpets, fashion arts
6. African art, including contemporary African art
7. Design arts of the twentieth and twenty-first centuries
8. Conservation and conservation science
9. Art and artists of Indiana
10. Photography
11. Contemporary glass

Publications in the following subject areas are collected as they directly relate to works in the IMA's art collection, grounds, gardens, historic properties, or research endeavors:

1. Greek, Roman, and Egyptian art and archaeology
2. Medieval art
3. Decorative arts
4. Modern and contemporary architecture
5. Landscape and environmental design
6. Indian and Southeast Asian Art