

Unless otherwise noted, the term “SAM Research Libraries” represents both the Dorothy Stimson Bullitt Library (Seattle Art Museum) and the McCaw Foundation Library (Seattle Asian Art Museum – Volunteer Park).

### **Objective**

The main objective of the SAM Research Libraries (The Bullitt and McCaw Foundation Libraries) is to support the research needs of SAM curators, their assistants, other museum staff and docents. Items in the collection support research on objects in the permanent collection, special exhibitions, tour preparation and the general history of art. The Libraries also serve scholars, graduate and undergraduate students, educators at all levels, high school students, volunteers and the general public.

### **Scope of Bullitt Library Collection**

- African Art
- American Art
- Ancient Art
- Architecture
- Art and Art Historical Theory
- Art Education
- Art Reference
- Contemporary Art (including Photography)
- Decorative Arts
- European Art
- General Western Art History
- History of local galleries, museums and arts organizations
- History of the Seattle Art Museum and its contributors
- Mesoamerican Art
- Modern Art
- Museology
- Native American Art (emphasis on Northwest Coast)
- Northwest Artists
- Oceanic Art
- Washington State and Pacific Northwest History and Culture

### **Scope of McCaw Foundation Library Collection**

- Art Histories of Asia
- Asian Art, General
- Asian Decorative Arts
- Asian History
- Asian Literature (where related to art: calligraphy, poetry, literati, etc.)
- Asian Performing Arts (where related to the visual arts: Noh, Kabuki, etc.)
- Asian Philosophies and Religions (where related to art: Buddhist philosophy, Confucianism, Ahankara, etc.)
- Chinese Art
- Japanese Art
- Korean Art
- Indian Art
- Southeast Asian Art
- Modern and Contemporary Art of Asia

### Exclusions from collection (applies to all libraries)

- Materials not related to the areas mentioned above
- Duplicates to items already in collection, unless:
  - The item is very popular and warrants two or more copies
  - The item is in superior condition to a copy currently held by SAM (copy of lesser quality may be de-accessioned)
  - The item contains information about an object in SAM's collection
  - The item was written by or has contributions from current or former SAM staff or patrons
- Items that are not in acceptable condition (examples: binding is undone, water damage, pages missing, significant rips or tears, traces of mildew)
- Items too large to be housed under current library conditions
- Items that require an inordinate amount of care or a substantial change in current environmental conditions

### Gifts Policy

The SAM Libraries welcome gifts that support its mission. Based on library needs, availability of space and other considerations, gifts may be accepted in whole, part, or be declined. The library staff will determine the suitability of proposed gifts. All gifts become property of the libraries upon receipt.

As a guideline for donors, the libraries are rarely able to accept the following types of materials:

- Materials in poor physical condition or those that require special care and environmental control.
- Periodicals, except to supplement existing titles in the collection.
- Personal papers, manuscripts, and other archival or unpublished materials, unless related to the history or development of SAM.
- Gifts with donor-stipulated conditions that would restrict their use.

Materials not added to a library may be offered to other institutions or organizations, exchanged, sold to benefit the Museum, recycled, or otherwise disposed of in an environmentally responsible manner. The Libraries are unable to return gifts or advise donors of their ultimate disposition. The Libraries acknowledge all gifts by letter, which notes the date of receipt and contains a brief description, unless the donor requests no acknowledgement.

The Libraries recommends that donors prepare an inventory for their own use, and include a copy with the gift. Determining the value of a gift is the responsibility of the donor, as the Museum is not permitted to provide written or oral appraisals. Donors may refer to the Internal Revenue Service *Publication 561* for assistance in determining value. An accountant or legal professional should be consulted regarding the possible tax deductibility of a gift.