

**Courtauld Institute of Art
Book Library
Collection Development Policy**

Executive Summary

Purpose

The Collection Development Policy describes the collection of The Courtauld Institute of Art's Book Library in its present state and envisages its future by setting the parameters for its development. This policy will be kept under constant review to reflect the changing focus of the Institute.

Acquisition

The Book Library will collect items in all forms, including electronic, that support the following principles:

1. The Book Library of The Courtauld Institute of Art collects items that support the work of The Courtauld; that is the teaching of, and research into, the history of art in the Western tradition from antiquity to the present day.
2. The Book Library collects items of interest to historians of art in the Western tradition whether currently taught in The Courtauld or not.
3. The Book Library may also collect items as background to this art or its study. These may be works of history, philosophy, psychology or sociology. This list is not exhaustive.
4. The Book Library will collect items written, recommended or requested by staff, and to a lesser extent, students of the Institute.

Special Collections

The special collections will develop in three ways: through further small donations; through transfers of old, fragile, and rare material from the main library stacks; and through the acquisition of new material whose format or cost warrants inclusion in closed access rather than storage on the open shelves.

Deselection

Deselection may occur when an item is deemed out of the scope as defined by this policy or is a duplicate of a title that is not heavily used. For heavily used items three or more copies may be kept.