

## **NERAM RESEARCH LIBRARY POLICY**

The collection of the NERAM Research Library consists of materials relating to the visual arts, particularly of the New England region, and of Australia, but not exclusively.

An important part of the collection consists of books donated by Howard Hinton to the Armidale Teachers College. This material provides a snapshot of what was available on art in book form at the time of these donations.

In addition, the collection consists of

- monographs on art
- catalogues of art exhibitions
- journals devoted to art, including sale catalogues of major auction houses

Material is acquired in the following manner:

- where a work held in the NERAM collection is lent to another gallery for exhibition, a copy of the catalogue will be donated and retained in the library
- where a work held in the NERAM collection is reproduced in a book or other printed media, a copy of the work will be donated to the library and retained
- donations of appropriate books and journals by gallery members or other members of the public (see conditions below)

### **Donations**

While NERAM welcomes donations, it reserves the right to do as it sees fit with any material donated to the library. Therefore a donation may be sold, exchanged or otherwise disposed of if it does not fit within the parameters outlined for the NERAM Research Library collection.

To ensure that gift material is relevant and not needlessly duplicated, the Library prefers to review all offers of gifts prior to acceptance. Inspections of larger gifts can be arranged, but a list of potential gift material is preferable so that a preliminary check can be made against our holdings.

Materials generally not required by the Library include:

- Outdated textbooks.
- Popular magazines.
- Newspapers.
- Scholarly books and journals which duplicate our holdings.
- Materials in poor condition.
- Incomplete sets of multi-volume books or serials.

**Duplicates**

Except where a title was donated by Howard Hinton, duplicates will not be retained in the Research Library. Additional copies of catalogues and materials relating to NERAM itself may also be held in the NERAM archives which are separate from the library.

Where one copy of a title is part of the Howard Hinton collection, a second may be retained in the main library sequence.

**Disposal**

In the case of duplicates not wanted in the collection, may be sold if of sufficient value to warrant sale. They may be donated to the annual Armidale Rotary Club book sale. Or they can simply be placed in a paper recycling facility if not judged worth the two prior treatments. Similar treatment applies to donations not checked prior to donation.

The NERAM policy regarding donations other than books is applicable in all other cases.