



THE GEORGE WASHINGTON  
UNIVERSITY MUSEUM

THE TEXTILE MUSEUM

# Arthur D. Jenkins Library Collections Policy

## Library Mission Statement

The Arthur D. Jenkins Library is the non-circulating textile arts library of The George Washington University Museum and The Textile Museum. In support of the work of the museum, the library's mission is to foster and facilitate the creation of textile arts knowledge by collecting and making accessible resources on the cultural, social, political, technical and economic importance of textiles in human history.

## Introduction

The collection development policy of the library guides the development and management of the library's collections. This policy is for the use of the librarian and the ADJL library community, as defined below.

The ultimate responsibility for policy decisions related to the selection of library materials rests with the librarian. Museum and other George Washington University staff as well as faculty and students are encouraged to provide recommendations for library materials.

## The Library Community

The library collection supports the knowledge creation needs of staff, faculty and students of the George Washington University; independent and affiliated textile scholars; and the broad public. The collection includes resources accessible to people of all ages and levels of textile expertise.

## Scope

The scope of the collection includes primary and secondary materials to support the creation of knowledge in the areas of textile history, costume history, textile conservation and museology. The items in the collection specifically support the activities of the museum, including:



- Research on objects in the collections
- Research on objects in exhibitions
- Museum publications
- Textile conservation
- Outreach and educational programs

### Formats

The majority of the collection consists of printed books and journals, with a special collection of rare books related to textile arts, history and creation. Other formats include videos, slides, photographs, CD-ROMs, textile samples and archival materials.

### Selection Criteria

The library works actively to collect materials that fall within the subject area, language, chronological and geographic criteria outlined below.

### Geography

The collection prioritizes materials on the historical textiles and dress of the peoples of Asia, Africa, and indigenous America as well as on contemporary fiber art and contemporary social issues related to textiles. Textile arts of Europe are of secondary priority, as The Textile Museum Collection does not focus on the textile arts of Europe.

### Subjects

The library actively seeks documentation of textile arts exhibitions, conferences, scholarly and artistic projects, and publications by textile scholars and enthusiasts for inclusion in the collection. Works produced by members and associates of The Textile Museum receive the highest priority. Works pertaining to cultural histories relevant to the textile arts are of secondary importance and are selectively considered for inclusion if these works are not readily available to the public in area libraries.

### Chronology

Publications of lasting scholarly value will be collected regardless of imprint date. Multiple editions of a given work will be acquired only if new editions have a substantial quantity of new information.



## Language

For materials in which illustrations or visual characteristics are of major importance, the language of the text is secondary. In resources with limited pictorial content, publications in English have the highest priority. Significant works published in Romance languages and German have second priority. Materials in all other languages are very selectively added to the collection if the amount of visual material is limited.

## Exclusions

As a general rule, the collection is shaped by the criteria described above. In all areas, the library assigns priority to resources not readily accessible to the public in the Washington metropolitan area or to the George Washington University community through the GW libraries. Additionally, the library will not accession materials that are:

- Duplicates to items already in the collection
- Not in acceptable condition
- In need of inordinate amount of care or special environmental conditions

## Gift Materials: Policies and Procedures

The library gratefully accepts donations. Due to space limitations, the library is highly selective when considering donations of books and other library or archival materials. Donors of archival material will be required to sign a deed of gift that will grant the museum either copyright or non-exclusive licensing rights to all donated materials. To be considered, gift materials must add depth or breadth to existing holdings or meet specific, specialized needs. In addition, materials must be in excellent physical condition. Gifts are evaluated according to the guidelines in this policy.

Donors may be able to claim a tax deduction for gifts of books or other library resources. However, the library is legally restricted from placing a value on donated materials. Therefore a donor must make arrangements for appraisals of the gift (for personal and/or income tax purposes) in advance. The appraisal should be made up to 60 days before the gift is made or until the next income tax deadline for appraisal for works of art.



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## Archives

The library collection contains archival materials donated to the museum by significant textile scholars as well as institutional archives related to the history of The Textile Museum Collection. Our first priority is to ensure the continued preservation of our existing collections for future generations of textile scholars and enthusiasts. We also strive to attract and acquire the archives of prominent and influential textile scholars in an effort to strengthen our archival collections. The library is currently working on establishing an infrastructure for the digitization of archival materials in its care to increase access to its one-of-a-kind resources on textiles from all over the world.

## Retention and Withdrawal

No individual or institution can predict or govern the changing attitudes of future generations, nor guarantee permanency beyond the best available preservation procedures. The library reserves the right to reevaluate and reappraise material in its holdings and withdraw them from the collection when appropriate. Materials will be identified for withdrawal as they come to the attention of the librarian in the normal course of work. Items may be withdrawn from the collection due to duplication, irrelevance, limited use or deterioration.

## Policy Review

This policy will be reviewed by the librarian and updated as necessary.