



Margaret Herrick Library Collection Development Policy

Revised January 2024

Table of Contents

I.	Academy Mission	2
II.	Introduction	2
III.	Scope and Philosophy	2
IV.	Diversity Statement	2
V.	Access	3
VI.	Title and Rights	3
VII.	Collecting Areas Overview	3
VIII.	Selection Criteria	3
IX.	Exclusions	4
X.	De-accession Policy	4
XI.	Review Schedule	4
XII.	Collecting Areas	6
•	AMPAS and Academy Awards Reference Collections	6
•	Core Collection: Publications	6
•	Core Collection: Reference Files	7
•	Special Collections: Graphic Arts	8
•	Special Collections: Manuscripts	9
•	Special Collections: Photograph Archive	10
	Appendix A: Preferred Digital File Specifications	10
•	Appendix A: Preferred Digital File Specifications	12

I. Academy Mission

“To recognize and uphold excellence in the motion picture arts and sciences, inspire imagination, and connect the world through the medium of motion pictures.”

In support of the goals of the Academy of Motion Picture Arts and Sciences (AMPAS), the Margaret Herrick Library’s mission is to collect, preserve and make accessible materials documenting the art, science and industry of motion pictures.

II. Introduction

This collection development policy is a statement of the principles and guidelines used by the Margaret Herrick Library staff in its evaluation, selection and acquisition of Library materials. The Library is committed to making informed, ethical and transparent acquisitions and this policy is meant to provide consistency among those staff responsible for developing its collection and communicating it to staff and donors. This policy helps us ensure that the public can continue to access the collections entrusted to the Library for preservation. It is understood that as the programs and other information needs of the Academy of Motion Picture Arts and Sciences change, the collection policy will adapt to meet these needs.

III. Scope and Philosophy

The Library seeks to support existing areas of inquiry and to recognize and cultivate emerging research trends in the field. Our collection development strategies reflect the Academy’s inclusive view of cinema as an international medium of communication, entertainment, commerce and artistic expression. The Library’s holdings embrace the global history of motion pictures, as well as documenting contemporary practices, personalities and events. We work collaboratively within a broad spectrum of cultural institutions, to ensure the fullest possible archival coverage of this complex and ever-changing art form.

Materials collected by the Library include artworks, books, documents, ephemera, newspaper and magazine clippings, notated music, periodicals, photographs, posters, production art, scrapbooks, scripts, and sound recordings in both analog and digital formats. (See Appendix A, preferred digital file specs.) The Library is also the repository for a wide range of personal and organizational papers.

Materials held in the Library’s collection do not reflect the views of Academy members or staff.

IV. Diversity Statement

The Margaret Herrick Library is committed to providing a balanced collection that reflects global awareness and prioritizes the experience of traditionally underrepresented or marginalized people while advancing the understanding, celebration, preservation, and study of movies through its holdings. The Library’s collection development policy is an extension of the

Academy's initiatives which seek to support inclusion and increase representation within the Academy and the greater film community.

Library staff have a professional responsibility to be inclusive in their collection development decisions. Therefore, the Library's collection development policy does not allow for exclusion of materials or resources because they are deemed offensive by some. Access to all materials and resources is assured to Library users.

V. Access

The Library is open to the public by appointment. Collection materials are available to researchers onsite and do not circulate outside the Library. The Library's full catalog, including many of its digitized holdings and databases, can be searched remotely through links on the Academy's website. Additional electronic resources may be accessed at the Library's computer stations in the Cecil B. DeMille Reading Room.

VI. Title and Rights

Donations to the Library are accepted with the understanding that the contents will be made available to the public for research and educational purposes, and to the Academy's archival and curatorial staff for use in Academy exhibits and programs, subject to the observance of any third-party rights and permissions. While the Library is cognizant that a donor may not be able to grant full, unrestricted rights as part of their gift, an acquisition that places excessive restrictions on use of the materials will only be considered if there is a risk that significant material will otherwise be lost.

All donors are required to sign a Library Materials Gift Receipt or a Deed of Gift and will receive a letter of acknowledgment.

VII. Collecting Areas Overview

There are six primary collecting areas in the Library:

- AMPAS and Academy Awards Reference Collections
- Core Collection: Publications
- Core Collection: Reference Files
- Special Collections: Graphic Arts
- Special Collections: Manuscripts
- Special Collections: Photograph Archive

VIII. Selection Criteria

The Library's commitment to the preservation of collections in its care requires that the condition of potential acquisitions be given careful consideration before being accessioned. Additional factors that impact the Library's ability to care for collections include the costs to

acquire, conserve, store and manage collections as well as the labor and specialized skills required to perform these duties.

All potential donations are evaluated for scope, condition and relevance to the needs of the Library, and only those items that support its research mission will be accepted and retained.

- The Library collects materials related to filmmaking in all countries and territories.
- The Library seeks to collect materials related to films, figures and movements underrepresented in the Library's collections or in the film industry in general.
- Selection criteria vary by collecting area. (See XII. Collecting Areas.)

Unsolicited donations must meet the same selection criteria and are subject to the following restrictions:

- The Library retains unconditional ownership of donated materials and determines all decisions on their use, distribution or other disposition.
- The Library reserves the right to decide the conditions of display, housing and access to the materials.
- Donated materials should be in good condition.

IX. Exclusions

The Library does not collect the following:

- Moving-image materials (film prints, videotapes, DVDs, etc.)
- Three-dimensional objects (costumes, props, equipment, etc.)
- PermaPlaques and three-dimensional awards with the exception of Oscar statuettes

Moving-image materials, sound recordings, and three-dimensional objects are collected by the Academy Film Archive and the Academy Museum of Motion Pictures, respectively, in accordance with their collecting policies. In the event that such materials are received as part of a Library donation, custody will be transferred to the appropriate Academy collecting body.

Excluded and duplicate materials may be assessed on a case-by-case basis for possible acquisition. The Library may not accept items damaged beyond repair.

X. De-accession Policy

In forming and maintaining a collection of the highest quality, the Library considers it legitimate and desirable to refine the collection through the occasional sale, exchange, ethical disposal, or donation of previously acquired objects. The purpose of removing objects from the collection (also known as deaccessioning) is to strengthen the collection. Deaccessioning may enable the Library to acquire better works than those removed from the collection.

The removal of objects from the Library's collection is carried out judiciously, with the same caution and prudence as is exercised in acquisition. The Library honors all legal restrictions imposed on a gift or bequest of an object, as well as, to the extent feasible, precatory requests

accompanying gifts or bequests. These decisions are made by the Associate Directors in consultation with the Library Director.

Criteria

Objects may be removed from the Library's collection for any of the following reasons, without limitation:

- The object is duplicative and thus deemed unnecessary to retain.
- The material is outside the scope of the Library's collection.
- The materials present a hazard to people or other collection items.
- The condition of the material is such that repairs are not feasible or will render the material essentially false.
- The material is a forgery or reproduction.
- The material is deemed inferior in quality to the overall standard of the collection (to accomplish refinement of the collection).
- A trade involving the object is available and is deemed advantageous with respect to the collection of the Library.

Approvals

A deaccession proposal is submitted and includes a justification for deaccession of the object. Any restrictions or conditions on the gift must be included in the proposal, if applicable. The Library Director must approve the deaccession of all objects.

Proceeds

Proceeds from the sale of collection items are to be used in accordance with the Library's standard procedures and contemporary standards of the field. Proceeds derived from the sale of a deaccessioned object shall not be used as operating funds, but only for the purchase of acquisitions for the collection consistent with the acquisition procedures of the Library. Objects purchased using funds from deaccessions or exchanges will include a credit line acknowledging the original donor, if any, unless such donor or donor's representative requests or agrees otherwise.

Proceeds from the sale of deaccessioned objects will be credited to the Library's acquisitions funds.

Restrictions

Before recommending the deaccessioning of any object, the Library shall confirm that it has good title to the object (unless title concerns are the basis for deaccessioning) and that there are no legally binding restrictions that prevent disposal. When legally binding restrictions are attached to an object, they will be observed unless the Library is relieved from compliance with such restriction by appropriate legal authorities.

Credit to Donors

In the case of sale or exchange of gifts or bequests, credit to the donor will be transferred to resulting acquisitions where appropriate.

Notification

In the case of an unrestricted gift, the Library will make a reasonable effort to contact the donor to apprise him or her of the proposed removal. Such action shall not be construed as a request for permission to deaccession.

Term of Possession for Gifts

Accessioned objects must remain in the collection for at least three years before being deaccessioned.

XI. Review Schedule

This policy is dynamic and is reviewed annually. Changes to the policy are be made as needed.

XII. Collecting Areas

The following is a more detailed description of the materials collected by the Margaret Herrick Library:

AMPAS and Academy Awards Reference Collections

The Library collects a wide variety of materials documenting the history of the Academy itself, including the Academy Awards ceremonies and related events such as the Governors Awards, the Scientific and Technical Awards, and Nominees Luncheons. Included are published materials (member newsletters, annual reports, press releases and clippings), manuscript materials (transcripts, programs, invitations and tickets), graphic arts materials and extensive photographic coverage of Academy ceremonies, programs and events.

AMPAS and Academy Awards Reference Collections Exclusions

- Internal department records
- Awards production office files

Core Collection: Publications

The Core Collection, Publications, acquires, catalogs, and maintains a comprehensive print collection of published materials on motion pictures. Holdings include, books, pamphlets, published and unpublished scripts, trade papers, technical journals, exhibitors' books, fan magazines and reference resources that support the study of motion picture history. The collection contains extensive digital resources such as eBooks and subscription periodicals, databases, and continuing resources.

Books, Pamphlets and Printed Reference Resources

The monographic collection is international in scope and encompasses all aspects of motion picture production and history. Acquisition priorities center on film production and history, including subject areas within the parameters of the greater Library collection policy with special emphasis on international, multicultural, and underrepresented groups and peoples. The Library acquires titles with the potential for the greatest research value within the parameters of the Library policy. Subcategories of the book collection such as science and technological innovations, photoplay editions and movie tie-ins are collected within budgetary and policy limitations. The monographic reference holdings include encyclopedias, dictionaries, atlases, directories, indexes, bibliographies, statistical compilations, and handbooks. Core academic reference works published in related subject areas are also collected when deemed appropriate for inclusion.

Scripts

The core collection of scripts is international in scope and includes feature-length, short, silent, foreign-language, documentary and animated films. The department solicits scripts for Academy Award-nominated/winning films and Academy Nicholl Fellowships as well as screenplays for all films released in Los Angeles County.

Periodicals, Continuing Resources and Databases

The periodical and continuing resource holdings contain all publication formats including yearbooks, annuals, directories, and serials. Digital periodical and database publications are acquired specifically within film-related subject areas and must contain more than fifty percent motion picture study or production related content. Limited exceptions on subject specifics for special issues and material transferred from other departments are considered when appropriate.

Core Collection: Reference Files

Core Collection Reference Files is the Library's collection of published articles and publicly released documents relating to film and the film industry. It is organized into four categories:

- Production Files
- Biography Files
- Subject & Corporate Files
- Awards & Festivals Files

Below are descriptions of the materials collected for these files.

Clippings

The Library collects clippings from newspapers, magazines, journals and selected websites relating to film and the film industry, including film festivals and film-related awards.

Clippings Exclusions

- Clippings from periodicals published after December 31, 2023
- Clippings from tabloid publications

Marketing and Publicity Materials

The Library collects materials relating to the marketing and publicity of a film, film company and/or individual in the film industry. Among the materials collected are pressbooks, lobby cards, heralds, programs, press kits, ad mats, postcards, film-related websites, press releases, published advertisements and other ephemera.

Production, Biographical, Organizational and Technological Documents

The Library collects public documents created by film studios or companies relating to the production and release of a film. These include film credits, cast and crew lists (including Call Bureau Cast Service sheets), main and end titles, music cue sheets and production notes. Documents relating to the life and career of an individual who worked in the film industry are also collected. Examples include studio biographies, resumes, filmographies and vital records such as death certificates and census reports. In addition, the Library collects materials relating to film companies, institutions, or organizations. This includes company and institution brochures, published documents produced by or relating to film organizations, film festivals, film-related awards, and film commission documents relating to the film industry of a specific country or region. Lastly, the Library collects materials relating to science and technology in the motion picture industry, including elements such as special effects, cameras, sound, lighting, editing and digital aspects.

Special Collections: Graphic Arts

The Graphic Arts department collects posters and production art related to films and the film industry.

Posters

The Graphic Arts department collects posters advertising theatrically-released movies. When possible, the department collects two copies of each printed poster. All paper formats are accepted, including international sizes, with an emphasis on the standard American one-sheet. Digital poster files are collected, especially when there is no print equivalent. (See Appendix A, preferred digital file specs.)

Posters Exclusions

- Due to the Library's extensive holdings, large collections of American one-sheets dating roughly 1965 to the present are not typically accepted.
- Commercially-produced fan posters not intended for the purpose of promoting the theatrical release of a film, with the exception of collectible, limited-edition prints created by specialty publishers are not typically accepted.
- Posters for films released straight to video are not typically accepted.

- Re-release posters are not typically accepted.
- Digital files documenting printed works are not typically accepted.

Production Art

The department collects visual works created during the production or promotion of a film. Examples include production and costume design drawings, animation cels and backgrounds, storyboards, makeup and hairstyle illustrations, and commercial and editorial artwork. Works on paper and in digital formats are collected. (See Appendix A, preferred digital file specs.)

Production Art Exclusions

- Large set plans and blueprints are collected in limited quantities.
- Reproductions and photocopies are collected in limited quantities.
- Unidentified works are collected in limited quantities.
- Film-related artworks by fans or individuals not associated with a film’s production or promotion are collected at the discretion of the Associate Director, Graphic Arts collections.

Special Collections: Manuscripts

The Library’s Special Collections department works with individual and institutional donors to acquire collections of enduring historical value, documenting the creative work of individual filmmakers, the operations of production companies and film-related organizations, and the activities of dedicated collectors.

Within the context of an individual collection, Special Collections may also accept materials outside the scope of this collection development policy if the archival staff considers the materials integral to the collection.

Production documents

The Special Collections department acquires all types of documentation related to the production, distribution and exhibition of motion pictures. This may include items generated during the making of individual films (such as budgets, contracts, shooting and other schedules, daily production reports, casting notes, call sheets, cast and crew lists, memos or other communications between production personnel, preview reports, cutting notes), materials documenting technical innovations and advancements, or items related to the general operations of a production company or film organization (corporate records, studio policy memos, inter-departmental correspondence, etc.). In contrast to the script collecting policy for the Core Collection, a full range of script materials are accepted as part of a manuscript collection, including treatments, outlines, drafts, story notes, annotated versions, etc.

Personal and professional papers

The Special Collections department acquires the papers of individuals involved in the film industry, including correspondence (letters, memos, postcards, handwritten notes, etc.),

scrapbooks, school and military records, diaries and journals, fan mail, certificates, financial records, contracts and other legal documents, as well as records of participation or membership in guilds, unions and organizations, including the Academy.

Organizational records

The Special Collections department acquires the records of film-related organizations and institutions, which may include correspondence, reports, publications, minutes of meetings and bylaws.

Music and recorded sound

The Special Collections department acquires music scores and sketches and related manuscript material, silent film cue sheets and mood music, film song lyrics, film-related sheet music and soundtracks. Also collected are recorded interviews and story conferences, and motion picture-related radio programs. Formats accepted include commercial and non-commercial disc recordings, open reel and cassette tapes, compact discs and digital audio recordings.

Manuscripts Exclusions

- Due to the strength of the Library's holdings, large collections of soundtrack recordings are not typically accepted.
- Re-issued recordings, bootleg and unauthorized recordings, unsolicited recordings or reference recordings of copyrighted material, sound effects, orchestral parts, books on tape
- Collections consisting largely of photocopies, unless of exceptional informational value
- Medical records

Special Collections: Photograph Archive

The Photograph Archive collects all types of photographic materials related to motion pictures, including scene stills, portraits, production shots, reference and test photos, advertising and promotional photographs, photographs documenting the private and family lives of individuals within the motion picture industry, images documenting the history of the Academy Awards and AMPAS, and images of premieres and industry events, motion picture technology, and studios and sites significant to the motion picture industry.

The collection encompasses all analog and digital formats of photographic imagery including prints, negatives, nitrate negatives, slides, transparencies, individual motion picture film frames, and TIFF and jpeg files.

Photograph Archive Exclusions

- Photocopies or non-professional digital prints
- Location reference photography is accepted on a case-by-case basis.

Appendix A: Preferred Digital File Specifications

Photography

- 600ppi
- Preferred File Formats: TIFF preferred, JPG acceptable
- File size: 50MB minimum

Posters

- 12000px in one dimension
- 600ppi
- RGB (16-bits/channel preferred, 8-bits/channel acceptable)
- Preferred File Formats: JPG, PDF, or TIFF
- File size: 16 bits/channel 50MB minimum for JPG and 500 MB minimum for TIFF

Press Kits

- Preferred File Formats: PDF preferred, MS Word docs, JPG, and TIFF
- File size: Letter, Legal, A2 size
- Minimum file size at least 300ppi at 11 inches minimum

Production Art

- 6000px in one dimension
- 600ppi
- RGB (16-bits/channel preferred, 8-bits/channel acceptable)
- Preferred File Formats: JPG, PDF, TIFF
- File size: 16 bits/channel 40MB minimum for JPG and 150MB minimum for TIFF