



# **Margaret Herrick Library Collection Policy**

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## **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 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. It is used both in providing consistency among those responsible for developing the collection and in communicating the Library’s policies to staff and the public. It is understood that as the programs and other information needs of AMPAS change, the collection policy will be adapted to meet these needs.

This collection policy also informs the Library’s commitment to care for and preserve the materials in its collections by utilizing best conservation practices.

## **III. Scope and Philosophy**

The Library seeks to support existing areas of inquiry and to recognize 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 cover 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, bound volumes, documents, ephemera, newspaper and magazine clippings, notated music, periodicals, photographs, posters, production art, scripts and sound recordings. The Library is also the repository for a wide range of archival collections.

The Library collects materials in analog and digital formats.

## **IV. Access**

The Library is open to the public and operates on a non-circulating basis. Most of the Library’s Core Collection holdings are accessible on an unrestricted, walk-in basis; access to archival material requires consultation and an appointment. The Library’s full catalog and many of its databases can be searched online through links on the [Academy’s website](#). Additional electronic resources may be accessed at the Library’s computer stations in the reading room.

## V. 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 burdensome 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 Donation Form or a Contribution Agreement and will receive a letter of acknowledgment.

## VI. Collecting Areas Overview

There are six primary collecting areas in the Library:

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

## VII. Selection Criteria

All potential donations will be evaluated for quality and relevance to the needs of the Library, and only those items that enhance its collections or 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 XI. Collecting Areas.)

## VIII. Exclusions

The Library does not collect the following:

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

Moving-image materials 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 will not accept items damaged beyond restoration.

## **IX. De-accession Policy**

On rare occasions, when the Library finds it necessary to de-accession materials, the decision is made by the individual department heads in consultation with the Library Director.

## **X. Review Schedule**

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

## **XI. 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: 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 currently indexed (See Appendix A: Clipped Publications.)
- 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 press books, lobby cards, heralds, programs, press kits, ad mats, postcards, film-related websites, press releases, published advertisements and other ephemera.

### ***Marketing and Publicity Materials Exclusions***

- Due to the strength of the Library's current holdings, large collections of American press kits dating roughly 1975 to the present are not typically accepted.

### ***Production, Biographical and Organizational 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 copies of death certificates and census reports. Lastly, the Library collects materials relating to film companies, institutions or organizations. These include company and institution brochures, published documents produced by or relating to film organizations, film festivals and film-related awards, and film commission documents relating to the film industry of a specific country or region.

### ***Other Ephemera***

The Library selectively collects other forms of film ephemera. Examples are film screening invitations and programs, lithographs, vintage magazine covers and other promotional materials.

### ***Core Collection: Technical Services***

The Technical Services Department (TSD) maintains a comprehensive and up-to-date collection of published materials on motion pictures including books, pamphlets, scripts, trade papers, technical journals, exhibitors' books, fan magazines and other reference resources that support the study of motion picture history. The Library subscribes to several hundred periodicals in both print and electronic formats.

### ***Books, Pamphlets and Printed Reference Resources***

The book collection is international in scope with a focus on all aspects of motion picture production. The TSD acquires titles with the potential for the greatest research value within the

parameters of this policy. Subcategories of the book collection such as photoplay editions and movie tie-ins are collected with limitations.

The reference collection contains but is not limited to, encyclopedias, dictionaries, atlases, directories, indexes, bibliographies, statistical compilations, literary criticism and handbooks. Core academic reference works published in related subject areas are also collected when appropriate.

### ***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***

The periodical collection contains all formats including yearbooks, annuals, directories and other serial publications. Periodicals must contain more than fifty percent film-related content, with some exceptions for special issues and material transferred from other departments.

### ***Electronic Resources***

The electronic resources collection is specifically film-related in subject and includes the following subscription-based resources: books, journals, databases and documents.

## **Graphic Arts**

The Graphic Arts Department collects posters and production art related to films and the film industry. The department head may make exceptions to this policy.

### ***Posters***

The Graphic Arts Department collects posters advertising theatrically released movies. When possible, the department collects two copies of each poster. All paper formats are accepted, including international formats, with an emphasis on standard American sizes.

The collection is focused on the acquisition of posters printed on paper rather than digital files. The current collection of posters in digital form is limited to short-listed Academy Award candidates for Animated Feature Film, Foreign Language Film, Documentary (Feature), Documentary (Short Subject), Short Film (Animated) and Short Film (Live Action) that only have a digital version of their poster.

### ***Poster Exclusions***

- Due to the strength of the Library's holdings, large collections of American one-sheets dating roughly 1975 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
- Posters for films released straight to video
- Posters for home video releases of theatrically released films
- Re-release posters 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 hairstyling illustrations, and commercial and editorial artwork. Works on paper and in digital formats are collected.

### ***Production Art Exclusions***

- More than a single copy of a work is not typically accepted.
- Large set plans and blueprints are collected in limited quantities.
- Reproductions and photocopies
- Unidentified works
- Film-related artworks by fans or individuals not associated with a film's production or promotion

### **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 nitrate negatives and individual motion picture film frames.

### ***Photograph Archive Exclusions***

- Photocopies or non-professional digital prints



## **Special Collections**

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 or 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 and 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: Technical Services, 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, and 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, sketches and related manuscript material, silent film cue sheets and mood music, film song lyrics and 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.

***Special Collections 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 and books on tape
- Collections consisting largely of photocopies, unless of exceptional informational value
- Medical records

## **Appendix A: Clipped Publications**

### **Publications Currently Clipped (in alphabetical order)**

*Commonweal*  
*Current Biography Illustrated*  
*Deadline* (website only)  
*Esquire*  
*GQ*  
*The Guardian* (obituaries, website only)  
*The Hollywood Reporter*  
*Interview*  
*Jewish Journal*  
*LA Business Journal*  
*LA Weekly*  
*London Review of Books*  
*Los Angeles Magazine*  
*Los Angeles Times*  
*The Nation*  
*New York*  
*The New York Times*  
*New Yorker*  
*Paris Match*  
*People*  
*Playboy*  
*Rolling Stone*  
*Screen Daily* (reviews, website only)  
*Vanity Fair*  
*Variety*  
*Vogue*  
*The Wall Street Journal*