



## **PICTURE FILE COLLECTION DEVELOPMENT POLICY**

### Introduction & Collection Description

The FIT Library's Picture File Collection provides visual resources to the students, faculty and staff of the College in support of their academic and research needs. The collection is mainly targeted toward Art and Design majors, but fashion and interior design students are also primary users of the collection.

The Picture File Collection is located on the 4th floor of the Library within the Research and Instructional Services Unit. This collection is a circulating collection from a variety of sources arranged by individual headings and is available for self-service browsing. Patrons may borrow up to 20 pictures by checking them out at the Access Services Desk on the 5<sup>th</sup> floor. Picture file headings are included in the Library's catalog, and a hard copy of headings is also kept in a binder at the Research and Instructional Services Desk.

The Picture File Collection is a well-developed, mature collection that has been put together over many years. The subject headings have been created in accordance with picture file collection development standards, and the size and diversity of the collection is at its fully realized state. The Library will add subject headings if new or needed areas are required.

### **Principal Sources of Supply**

The Library enriches the Picture File Collection by concentrating on the quality of the pictures and the uniqueness of the images. Much of our additions in recent years have come from donations from those who spent their professional lives in the art and design professions. Many of the images are rare and unique, providing a creative alternative to the homogenization that has come about the digitization, clip art and mass media.

Images for the Picture File Collection are acquired in the following ways:

- In-house creation – many of the images in this collection are clipped from discarded art books, calendars, periodicals and other media contained rich and unique images.

- Donation – The Library accepts donations of picture file and clipping collections, many of which come from personal libraries of artists and those working in the advertising industry.

### **Selection Responsibility**

Selection responsibility lies with the Access Services Department. Staff selectors are experienced with the collection and the fields of use. Images added to the Picture File Collection support the College's academic core and the teaching and research needs of the FIT community.