

# LIBRARY OF CONGRESS COLLECTIONS POLICY STATEMENTS

## SUPPLEMENTARY GUIDELINES

### Non-library Materials

#### Contents

- I. Scope
- II. Collecting Policy

#### I. Scope

This Supplementary Guideline covers materials outside of the formats actively collected by the Library.

#### II. Collecting Policy

The Library of Congress does not ordinarily acquire or accept for its collections objects or materials which more properly belong to museum collections, such as paintings, sculptures or other three-dimensional works of art; nor will it generally accept furniture or furnishings, costumes, medals, coins, stamps, badges, emblems, decorations, personal effects, or any other objects or materials, generally out of scope for the Library's collections. Materials such as these will not, in most cases, be accepted by the Library, even when they are offered in connection with gifts or bequests having belonged to or been associated with particular individuals or institutions.

In exceptional cases, the Library may accept a gift or choose to purchase non-library materials for the collections.<sup>1</sup> A recommendation that the Library accept such a gift or purchase such an item, or items, for its collections can be submitted by a recommending division. Such a recommendation must be supported by a written justification relating the compelling circumstances involved and offering plans for the custody of the material. The recommendation must be approved by the Chief of the division that would have custodial responsibility for the material, the Director of that division's Directorate, and by either the Law Librarian or the Associate Librarian for Researcher and Collections Services, in consultation with the Director for Preservation, as appropriate.

Non-library materials which may be received as unsolicited gifts, or which may accompany collections of materials acquired for the Library's collections, will be transferred to an appropriate repository, returned to the source or disposed of by the Acquisitions and Bibliographic Access Directorate.

See the Music Collections Policy Statement (CPS) for the Library's policy on the collecting of musical instruments and the Fine and Decorative Arts Non-Book Materials (Graphic Arts) CPS for guidance on the collecting of printing matrices.

Revised March 2022

---

<sup>1</sup> While the Librarian of Congress has authority for approving non-library materials additions to the Library's collections, gifts of non-library materials that will not be designated as part of a Library collection must be approved by the Library's Trust Fund Board.