

Unless otherwise noted, the term “SAM Research Libraries” represents both the Dorothy Stimson Bullitt Library (Seattle Art Museum) and the McCaw Foundation Library (Asian Art Museum).

The SAM Research Libraries support research on objects in SAM’s permanent collection, upcoming and current special exhibitions, the history of the museum, and the general history of art. The Research Libraries serve staff, volunteers, interns, scholars, graduate and undergraduate students, museum members and the public.

Coverage areas for Bullitt Library

- General art history (where it provides context to the areas that follow)
- African art
- American art
- Australian Aboriginal art
- Classical, ancient Mediterranean and Islamic art
- Decorative arts
- European art
- Modern and contemporary art
- Native American art
- Northwest art
- Oceanic art
- Photography
- History of the Seattle Art Museum

Coverage areas for McCaw Foundation Library

- General Asian art history (where it provides context to the areas that follow)
- General Asian history (where it provides context to the areas that follow)
- Asian decorative arts
- Asian literature (where related to art: calligraphy, poetry, literati, etc.)
- Asian performing arts (where related to the visual arts: Noh, Kabuki, etc.)
- Asian philosophies and religions (where related to art: Buddhist philosophy, Confucianism, Ahankara, etc.)
- Chinese art
- Japanese art
- Korean art
- South Asian art
- Southeast Asian art
- Modern and contemporary art of Asia

Exclusions from collection (applies to all libraries)

- Materials not related to the areas mentioned above
- Duplicates to items already in collection, unless:
 - The item is very popular and warrants two or more copies
 - The item is in superior condition to a copy currently held by SAM (copy of lesser quality may be de-accessioned)
- Items that are not in acceptable condition (examples: highlighting or other marks, binding is undone, water damage, pages missing, significant rips or tears, traces of mildew or insects)
- Items too large to be housed under current library conditions or of a physical state that we are unable to accommodate
- Items that require an inordinate amount of care or a substantial change in current environmental conditions

Gifts Policy

The SAM Libraries welcome gifts that support its mission. Based on library needs, availability of space and other considerations, gifts may be accepted in whole, part, or be declined. The library staff will determine the suitability of proposed gifts. All gifts become property of the libraries upon receipt.

As a guideline for donors, the libraries are rarely able to accept the following types of materials:

- Periodicals, except to supplement existing titles in the collection.
- Personal papers, manuscripts, and other archival or unpublished materials, unless related to the history or development of SAM.
- Gifts with donor-stipulated conditions that would restrict their use.

Please note:

- Materials not added to a library may be offered to other institutions or organizations, exchanged, sold to benefit the Museum, recycled, or otherwise disposed of in an environmentally responsible manner.
- The Libraries are unable to return gifts or advise donors of their ultimate disposition.
- The Libraries acknowledge all gifts by letter, which notes the date of receipt and contains an inventory, unless the donor requests no acknowledgement.
- The Libraries recommend that donors prepare an inventory for their own use, and include a copy with the gift.
- Determining the value of a gift is the responsibility of the donor, as the Museum is not able to provide written or oral appraisals. For assistance, donors may refer to the Internal Revenue Service *Publication 561* in determining value. We are also able to supply lists of booksellers to help with an appraisal.
- In some cases, an accountant or legal professional should be consulted regarding the possible tax deductibility of a gift.