



10 Art Museum Drive
Baltimore, MD 21218

Baltimore Museum of Art Archives & Manuscripts and E. Kirkbride Miller Art Research Library Gift Policy

The Archives & Manuscripts and the E. Kirkbride Miller Art Research Library (hereafter referred to as the Library) at the Baltimore Museum of Art welcomes gifts of artist monographs, catalogues raisonnés, exhibition catalogs, auction catalogs, collection catalogs, artist's books, photobooks and other research materials. The Library actively adds to its holdings and thereby enhances its capabilities for research. The Library appreciates the value of gifts and recognizes that gift materials can be useful and valuable resources for the Library's collections. It is, in part, through such generosity that the Library is able to add depth to the research materials available to the Museum's staff and community. The following guidelines are offered to assist donors.

Materials are selected to support the research needs of the Museum's staff and community. Particular interest is paid to scholarly, current, or rare items in good physical condition. Based upon these criteria, the Library retains the right to accept or decline all potential gifts. The Library's policy is that no materials will be added which would not be approved for inclusion through normal selection procedures and collection development policies. Gifts to the Library are accepted without restrictions. Due to the high costs of managing the gift process, and the rising costs of organizing, housing, and maintaining collections, the Library's goal in accepting gifts is to acquire only those materials which are highly relevant to the Library's needs.

Please contact the Library by email bmalibrary@artbma.org to send information or questions regarding your donation proposal.

Types of Acceptable Gifts and Donations:

- Support the Museum's current and evolving art collection interests
- Sustain the research needs of the Museum's staff and visiting researchers
- Increase collections and subject areas of depth

Gifts will not be accepted that:

- Are not in good physical condition (e.g. contain mold or mildew, exhibit water damage, harbor insects, or are in other ways impaired. These items are potentially harmful to existing collections)
- Materials requiring significant restoration, conservation, or unique storage
- Donor restrictions or stipulations (such as keeping a personal library intact as a collection) that will negatively affect access to and use of the materials

We also do not accept:

- Materials which duplicate our current holdings
- Single issues of periodicals or broken runs of periodicals, unless they fill gaps in our current collection
- Outdated media formats such as microforms, CD/DVD, video/audio tape, film, vinyl, etc.
- Outdated reference texts, textbooks, or popular trade paperbacks, and/or
- Photocopies or facsimiles of original materials

Gifts Procedure:

1. Potential donors of materials should contact the Library at bmalibrary@artbma.org.
2. Donors must provide an inventory, description, and count of the items comprising any gift before it can be considered. For the inventory, donors should supply title, author, publisher, year of publication and ISBN (if available) to assist Library staff in their assessment. If auction catalogs are included in your donation proposal they must be listed individually including auction house, title and date. If periodicals are included in your donation proposal they must be listed individually including title, date, and issue no. or vol. In the absence of such documentation the Library reserves the right to decline a potential gift. The Library is unable to perform on-site evaluation of a collection.
3. Gifts delivered without prior arrangement or contact with the Library will not be accepted or acknowledged.

Disposition of Gift Materials

1. Once we determine that a gift meets the Library's selection criteria, in most cases donors will be responsible for transporting materials to the museum or paying for shipping. Donors should be in correspondence with the Librarian to determine advanced notice of a drop-off at our loading dock. The hours of the loading dock are M-F, 9 AM – 4 PM.

2. The Library will catalog the items and make them accessible as soon as possible in the [Library's online catalog](#).
3. Appropriate donor recognition may be placed in a public field within the online catalog record (e.g. Gift of Adelyn Breeskin).
4. The Library reserves the right to integrate gifts with other materials on the same subject, so that collections are organized and classified according to Library standards for the best public services.
5. All gifts are considered permanent and cannot be returned.
6. Gifts that are not selected and have never been part of the holdings may be disposed of through donation to other organizations or sale to benefit the Library's general books and periodicals acquisition fund.
7. After a donation is made and accepted, the Library will record the donation, provide the donor with a bibliography of the items gifted, and an acknowledgement letter, as soon as possible.

Please keep in mind that IRS law prohibits the Library and other Museum staff from appraising materials. Pertinent information is available in [IRS Publication No. 561 'Determining the Value of Donated Property'](#). Because tax laws change frequently, it is advisable that donors seek professional tax or estate counsel prior to making a gift. Estimates of fair market value for income tax purposes are the responsibility of the donor.

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