

**General Statement of Policy**

The purpose of the *Art and Artifact Acceptance Policy* is to define the criteria used when considering whether to accept art and artifacts offered to the Library, describe the process for acceptance, and to define the Library's responsibility for items accepted as donations.

**Gifts of Art and Decorative Objects to the Library**

A proposed gift will be reviewed by an art selection committee consisting of one Library Advisory Committee member, one Library staff member appointed by the Library Director and two representatives from arts organizations from the local arts community as selected by the Library Advisory Committee. The art selection committee will convene on an as needed basis and will be called by the Library Director. If the piece is substantial in size or requires installation or special care, a representative from the appropriate Facilities Department will be consulted.

The proposed gift will be evaluated based on the following criteria:

- a) Art works acquired by the Library should be of sufficient artistic merit to warrant inclusion in the Library collection. This usually requires that the art works be unique pieces created by an artist of established reputation or recognized potential.
- b) Art works should be compatible with the character of the Library and appropriate for a public Library setting.
- c) Art works must be durable, sound, non-hazardous, and maintainable in terms of the nature of the materials.
- d) An exception to the criteria listed above could be made in the case of works which are specifically time-based or of a temporary nature when it is understood that their installation would be of limited duration.

**Gifts of Artifacts**

- a) Artifacts should be relevant to the Library, the community, or its environs.
- b) Consideration will be made for size and condition of the artifact.
- c) Documentation or provenance should be included in the transfer of ownership.

**Appraisals**

If the donor wants to have the gift appraised for income tax purposes, it will be their responsibility to have the item appraised and the cost of such appraisal will be at the donor's expense.

Acceptance of a gift which has been appraised by a disinterested third party does not imply endorsement of the appraisal by the Library.

**Acknowledgements**

The Library shall acknowledge all gifts to the donor and will send other acknowledgments to third parties as the donor deems appropriate.

**Record Keeping**

The Library shall maintain a file on each gift to include all correspondence and agreements relating to the gift as well as its current disposition.

### **Terms of Ownership**

Gifts must be unconditional, transferring ownership and all the rights of ownership to the Library. Gifts are accepted only with the understanding that the Library has the right to determine use, retention, location, and other considerations relating to the use or disposition of the gift.

If a gift is expected to require maintenance or periodic refurbishment or restoration, the donor may be asked to provide an endowment sufficient to maintain the piece. If the Library ever transfers ownership of the piece itself to another party, the endowment shall remain with the Library and shall be used in a manner appropriate to the Library's mission.

The Library shall be held harmless in the event of any damage to or loss of the piece.

The donor shall attest in the Terms of Acceptance with the Library the transfer of ownership of the gift to the Library and recognize the conditions set forth in this policy.

Adopted May 1, 2007; revised August 19, 2014

**Bay County Public Library  
Northwest Regional Library System  
Art and Artifact Acceptance Policy**

Terms of Acceptance

The donation of the item(s) identified below is unconditional and all the rights of ownership are transferred to the Library designated.

By accepting the donation, the Library has the right to determine use, retention, location, and other considerations relating to the use or disposition of the item.

If the item donated requires maintenance or periodic refurbishment or restoration, the donor will provide an endowment sufficient to maintain the piece. If the Library ever transfers ownership of the piece itself to another party, the endowment shall remain with the Library and shall be used in a manner appropriate to the Library's mission.

The Library shall be held harmless in the event of any damage to or loss of the item.

Description of donation:

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Special information concerning the item, endowment, or donor which would be useful in cataloging this item: History of donated item, such as the original owner; where, when, and for what purpose the item was used; how, when, and from where did you acquire the item; any other information that might be useful in documenting its historical significance or care.

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I hereby relinquish all claims, now or in the future, to the donated item and transfer legal title to the Library without restriction. It is further understood that neither I nor my heirs have claim to this property in the future.

I have read the Art and Artifact Acceptance Policy and the terms are acceptable to me.

Please print

Donor name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Library Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date