

POLICY

SUBJECT: Acquisition of Works of Art
APPROVED BY: Board of Library Trustees
APPROVAL DATE: October 25, 2007
EFFECTIVE DATE: October 25, 2007
NEW (X) REVISION ()

Mission Statement

The library has no desire to take on the functions of an art museum, and therefore does not actively acquire works of art for the purpose of establishing a permanent collection. However, under certain circumstances, the library may consider the installation of works of art to enhance, in special ways, its physical facilities – both main library and branches.

Acquisitions may include, but not be limited to, items in the following categories:

- Fine Art: Prints, Drawings, Paintings, Sculpture.
- Photography.
- Decorative & Applied Arts: Furniture, Instruments, and Architectural Elements that are significant to the history of the library.
- Ethnographic Objects.

The library may acquire such items for the purposes of the visual enhancement of the library and as an indirect means of enhancing the visual arts education of the library's visitors.

Code of Ethics

No individual member of the library board or staff may use his or her position for personal gain or to benefit another, in contravention of the mission and the values of the library and professional codes of ethics.

No library staff member may offer formal written appraisals for objects that are under consideration for acquisition.

All acquisitions will heed cultural property, burial, copyright, and other pertinent laws and policies—international and domestic.

Art Advisory Committee

The Board of Library Trustees has appointed an Art Advisory Committee to advise the board and to review and evaluate proposed gifts or purchases of works of art for installation in and around library property. In all matters relating to the acquisition of works of art, the goal of the board and the committee will be to maintain high standards of artistic quality and further the mission of the library.

The committee works by consensus to recommend proposed accessions and deaccessions to the board. Outside advice or expertise may be called upon for consultation, but such persons do not have standing in committee decisions.

Acquisitions

Proposals for works of art to be acquired by the library may be made by artists, prospective donors, library staff members, or interested citizens. Proposed acquisitions will be presented to the Art Advisory Committee for consideration. The committee may require the proposer to supply photographs, renderings, material samples, or other supporting materials to aid in their evaluation of the proposed work of art. The committee will consider the following factors in evaluating a proposed work of art for the library:

- Artistic quality.
- Availability of a suitable location in or around library property for display of the proposed item.
- Cost of acquisition.
- Availability of funding for the acquisition (the library normally does not have a budget for acquiring works of art).
- Cost of ongoing care and maintenance.
- Compatibility with the architectural style of the library building(s).
- Compatibility of the item with the mission of the library.

The committee will make a recommendation to the Board of Library Trustees. The board will make a decision on whether the library will acquire a proposed work of art, based upon the committee's recommendations and any other factors they may deem pertinent.

Gifts

Proposed gifts of works of art will be referred to the Art Advisory Committee and will be evaluated according the procedure described above.

Should the board decide to acquire a proposed work of art as a gift, the library will produce a deed of gift for the donor's signature as a receipt.

The library staff, board, or Art Advisory Committee may not give appraisals for any reason. Appraisals for gifts or bequests must be made by an independent person or agency, as required by regulations of the Internal Revenue Service. The donor is responsible for the cost of the appraisal.

The library will not accept and hold any object for any length of time solely for the purpose of allowing a donor to attain tax status for his or her gift.

As a rule, the library only accepts unrestricted gifts. In the event that the board decides to accept a restricted gift, the library will manage that gift accordingly and will only seek court relief when circumstance clearly makes adherence to the restrictions impractical. Acceptance of a restricted gift must have the unanimous approval of the board.

Deaccessioning

An item proposed for deaccessioning will be referred to the Art Advisory Committee for review. The committee will consider the following criteria in developing a recommendation on an item proposed for deaccessioning:

- Is the object no longer relevant to the mission and scope of the library?
- Is the object subject to NAGPRA and being repatriated according to the law?
- Is the library no longer able to preserve the object properly?
- Has the object deteriorated beyond usefulness?
- Is the object a fake, forgery or reproduction?
- Is the object a duplicate?

Process for deaccessioning:

- The library will follow ethical practices in deaccessioning. Items may not be deaccessioned with the intent of giving the items as gifts to employees or trustees.
- The Art Advisory Committee will make a recommendation for deaccessioning to the Board of Library Trustees.
- If deaccessioned, an object may be given to another institution, sold at public auction, or disposed of if the object is damaged or compromised, in compliance with all applicable state laws and regulations governing the disposal of public property.
- Deaccessioned items will not be given as gifts or sold to any employee of the library nor to any member of the Art Advisory Committee or Board of Library Trustees.