

G.A.R. MEMORIAL LIBRARY ART GIFT ACCEPTANCE POLICY

The G.A.R. Memorial Library appreciates offers to donate art and acknowledges the attitude of generosity and commitment to the library such offers convey. As space for display and storage is limited, as the staff is not trained in art conservation techniques, and as the acquisition of art is not one of the primary purposes of the library, this policy outlines conditions and considerations under which art will be accepted by the library.

The Board of Trustees has sole discretion in the acceptance of gifts of art and the disposition of art in the library's collection and will act according the best interest of the library.

In general, art work will only be accepted if the work is of local interest and/or the content is related to West Newbury or its environs. It is also contingent on having space to accommodate artwork. The location of the artwork will be determined solely by the Trustees with the assistance of the Library Director.

The following additional conditions will be considered in the decision to accept gifts of works of art:

- Reputation of the artist, and the artist's relation to West Newbury;
- Quality, size, condition, and media of art;
- Inclusion of copyright permission for the art work;
- Provenance or other documentation of the work;
- Monetary value, should the work be accepted for the purposes of auction or sale;
- No gifts posing a danger (for example, works with sharp edges, or heavy unstable objects) will be accepted.
- No gifts that require extensive, regular special care, or conservation will be accepted.

Property may be retained, loaned, displayed, reproduced, sold, donated, or deaccessioned at any time at the sole discretion of the Board of Trustees. The donor or his/her lawful agent must complete a Deed of Gift form before a gift will be accepted.

Any art work that is donated for the purpose of auction or sale to support the library will be returned to the donor if it is not sold as planned.

The G.A.R. Memorial Library will not provide an appraisal or estimate of value for tax purposes. The Trustees will provide a letter to the donor acknowledging and describing the gift.

(Approved by the Board of Library Trustees – 9/14/16)

G.A.R. MEMORIAL LIBRARY
DEED OF GIFT FOR ART

I/We _____
living at _____

affirm myself/ourselves to be the legal owner or the authorized agent(s) of the legal owner or
his/her estate for the property described below:

[Title, medium, size, provenance, attach photograph]