

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

The G.A.R. Memorial Library appreciates offers to donate art and acknowledges the generosity and commitment to the library such offers convey. This policy outlines conditions and considerations under which the library will accept art, considering that space for display and storage is limited, staff is not trained in art conservation techniques, and the acquisition of art is not one of the primary purposes of 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 to the best interest of the library.

In general, art will only be considered if the work is related to West Newbury or its environs. No gifts posing a danger (for example, works with sharp edges, or heavy unstable objects) will be accepted. In addition, no gifts that require extensive, regular special care, or conservation will be accepted.

Acceptance is also contingent on having space to accommodate the 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 apply 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;
- Inclusion of copyright permission for the art;
- Provenance or other documentation of the art;
- Monetary value, should the work be accepted for auction or sale;

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 is accepted.

Any art that is donated for the purpose of auction or sale to support the library will be returned to the donor if it unsold 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 Trustees of the West Newbury Library on November 8, 2018
Revised by the Board of Library Trustees – 2/11/20*

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]