

ART ACQUISITION AND DISPOSAL POLICY

Purpose of the SDDL Art Collection

The SDDL maintains a small art collection that is used to decorate the library and enhance community appreciation of the arts.

Methods of Acquisition

Works may be acquired for the SDDL art collection through donation, bequest or purchase. All potential art acquisitions will be reviewed by library staff and approved by the library director. Any particularly complex or contentious acquisitions may be referred to the board of trustees for additional review. All art acquisitions valued at \$1,000 or more must be confirmed by the library trustees.

Criteria for Acquisition

All potential acquisitions shall be evaluated by the library staff and director (and trustees if necessary) using the following criteria:

- Artistic merit
- Relevance to the library's mission and/or to community interests
- Size, condition, and installation and maintenance requirements
- Authenticity and clear legal title

The library staff, director and trustees reserve the right to refuse a potential acquisition for any reason.

Collection Documentation

The library staff will keep an inventory that includes descriptions and photographs of all artworks in the library collection. Works of art that are acquired through donation or bequest must be accompanied by a Deed of Gift (attached) that explicitly transfers unrestricted ownership of the work to the SDDL. Works of art that are acquired by purchase must be accompanied by an invoice or bill of sale that clearly identifies the artwork and the vendor's name.

It is the legal responsibility of the donor to obtain a monetary appraisal for any artwork that is given to the library and claimed as a charitable deduction for tax purposes. To avoid any potential conflict of interest, library staff may not provide monetary appraisals for donors and may not arrange appraisals on behalf of donors. Library staff may help donors find suitable appraisers by directing them to the websites of the American Society of Appraisers and the International Society of Appraisers. Donations of art valued at less than \$5,000 generally do not require a formal appraisal.

Disposal of Art from the Collection

The library staff may periodically review the art collection and decide to dispose of some works because

- they are no longer consistent with the artistic standards of the collection

- they are no longer relevant to the library's mission or to community interests
- their condition has deteriorated, there is no longer room to display them, or their ongoing maintenance has become too costly or burdensome for the library staff
- they have been deemed inauthentic or the library lacks clear legal title

All works of art removed from the collection shall be reviewed by the library staff and approved by the library director. The removal of artwork valued at \$1,000 or more must be confirmed by the library trustees. All removals shall be justified in writing and the methods and results of the disposal process shall be recorded and preserved in the library's art collection records.

Works of art removed from the library collection may be disposed of in the following ways:

- Sale at public auction
- Sale through the Friends of the Library store
- Gift to another non-profit organization (library, church, school, etc.)
- Return to the artist
- Physical destruction (if all options above have been exhausted or are impractical because of severe damage)

SDDL staff, trustees and their families may not purchase or otherwise acquire any works of art removed from the library collection.

Un-related Use Acquisitions

Art that is donated or bequeathed to the library for a purpose unrelated to the art collection (for example, art that is given to be sold for the benefit of the library) will be governed by the terms of the library's Gift Acceptance Policy.

Approved: December 16, 2015

Saugatuck Douglas District Library
DEED OF GIFT

BE IT KNOWN THAT I (WE) _____
Full name

of _____
Full address

do hereby give and deliver to the Saugatuck Douglas District Library the following works of art, which I (we) own:

Description of property:

- Artist**
- Title**
- Date**
- Medium**
- Dimensions**

I (we) offer this gift without restrictions to be the sole and exclusive property of the Saugatuck Douglas District Library, granting to the Library full discretion as to the use and disposition thereof. I (we) specifically grant, transfer, and deliver to the Saugatuck Douglas District Library in this transaction all copyright (including renewals thereof), trademark and related interests. To the best of my (our) knowledge, the subject of this gift is free of all encumbrances and has not been exported from or imported into any country contrary to its laws. We wish the gift to be identified to the public and in the permanent records of the Library with the following credit line:

Donor's signature

Date

Accepted on behalf of the Saugatuck Douglas District Library by:

Title:

Date