

Acquisition of Art Policy

PURPOSE:

The Albany Public Library occasionally accepts gifts of artwork of local interest to the community that enhance the collections of the Library.

POLICY:

All artwork gifted to the library will be considered for exhibition based on the merits set forth in the Art Exhibition Policy.

1. All potential gifts to the Library will be reviewed by the Executive Director, and are subject to approval by the Board of Trustees of the Library.
2. For each piece of artwork, the donor must submit a completed Deed of Gift form that includes the following information: artist's name, donor's name, title of the artwork, how the art was acquired. Visual documentation and a letter of authenticity may be required.
3. All gifts will be accepted only with the donor's full agreement that the Library has the right to handle, display, store or dispose of the gift in the best interest of the Library.
4. The Library will not provide appraisals of gifts it accepts for income tax or other purposes.
5. Gifts placed on display will be identified by label which states the artist's name, title of the work, date executed, medium and a donor credit line (if desired) which may be worded, "Gift of (name of donor)".
6. No gifts will be accepted which would pose a danger or threat to patrons.
7. The artwork must be constructed so that the Library can reasonably maintain it. Donors of gifts requiring extensive special care, preparation of display site, servicing or conservation may be required to provide a maintenance plan and/or endowment as a condition of acceptance.
8. All art acquired by the Library will be added to the catalogue / inventory.

RESPONSIBILITY:

The Responsibility of adhering to this policy lies with the Executive Director and Board of Trustees.

APPROVED ON:

October 2016

REVIEW DATE:

October 2018