

## **Art Acquisition and Donation Policy Lyons Regional Library District**

The Lyons Regional Library District (District) appreciates the desire of individuals and organizations to donate works of art for display in the Lyons Community Library. Art objects, portraits, antiques, and museum quality objects are considered for acceptance on a case-by-case basis as outlined in this policy. The District adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in the ALA Library Bill of Rights and the Freedom to Read and Freedom to View Statements, as currently in place or hereafter amended.

### **Library Discretion**

The District may consider prospective gifts and/or purchases of artwork that are of local interest to the community, of professional quality, well executed, and in good condition, as determined in the District's sole discretion. The District has no obligation to accept, display, or maintain any items donated to the library. Once an item is accepted, the District shall be the sole owner of the donated item(s) and will have the right, in its sole and absolute discretion, to deaccession any donated item(s) without providing notice to or obtaining the consent of the donor. Final decisions are made by the Lyons Regional Library District Board at the recommendation of the Library Director.

### **Selection Criteria for Artworks**

Overall, the Lyons Community Library has limited space for the display of art, and therefore it is important to consider very carefully the acceptance of a piece of art for long-term loan, as a gift, or for purchase.

**Style and Nature:** The art should be appropriate in scale, material, form, and content for the library environment.

**Quality and Elements of Design:** Public art may have other functions in addition to aesthetic enjoyment. For example, a work of art may establish a focal point, modify, or enhance a space or identify a building function. As far as possible, the work of art should complement and enhance the building and its purpose.

**Durability:** Works of art may be examined for durability, taking the library environment and the condition of the piece into consideration. Extremely fragile items or those that are potential targets for vandalism are not appropriate for the library setting.

**Installation/Maintenance Costs:** When selecting a work of art to purchase or determining if a gift may be accepted, the Library Board may take into consideration any security issues, the cost of installation, and the cost of maintaining the work over its lifetime.

**Public Liability:** Works that create unsafe conditions or contain other factors that may bear on public liability will not be accepted.

### **Conditions of Acceptance**

**Library Conditions of Acceptance:** With direction from the Library Board, the Library Director will provide the donor with a letter of acceptance to be signed. The donor is required to accept the District's terms and conditions including the following:

- All gifts must be unconditional, transferring ownership and all rights of ownership to the Lyons Regional Library District.
- Gifts are accepted only with the understanding that the Library Board has the right to determine retention, location, and other considerations relating to the use or disposal of the donated gift.
- The Library Board may choose to display the gift or not.
- The Library Board may choose to sell the item and use the proceeds for any purpose appropriate to the District's mission.
- The Library Board may transfer ownership of the item as it deems appropriate.

**Donor Conditions of Acceptance:** In the case of gifts or donations, any conditions requested by the donor may affect whether the gift will be accepted.

**Appraisal:** The Library Board will not appraise the value of any gift for any reason, including income tax deductions. However, the Library Director, upon direction from the Library Board, may issue a gift receipt acknowledgement form at the donor's request.

Approved and Adopted by the Lyons Regional Library District: May 21, 2019  
Revised and Adopted by the Lyons Regional Library District: January 21, 2020  
Revised and Adopted by the Lyons Regional Library District: April 19, 2022

Lyons Regional Library District  
Artwork Donation Proposal & Agreement Form

1. Name of Donor(s) or Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Artwork

- a. Medium:
- b. Artist:
- c. Dimensions:
- d. Date of Creation (if unknown, approximate date):
- e. Description:

f. A Brief History of Ownership:

g. Appraisal Value (or receipt of purchase):

- i. Appraiser:
- ii. Date of appraisal:

3. Please state the reason(s) you wish to donate this artwork to the Lyons Regional Library District, including why you believe the public would enjoy it:

My signature verifies that the above information is true and that I am willing to transfer ownership of the artwork to the Lyons Regional Library District. I understand that the donation is free of any contingencies and that the artwork will become the property of the Library without obligation to me as the donor. I will not hold the Lyons Regional Library District and its employees nor the Library Board of Trustees liable for any decisions associated with the stewardship of this artwork.

\_\_\_\_\_  
Signature of Donor & Date

\_\_\_\_\_  
Signature of Library Representative & Date