

DEPARTMENTAL POLICY

To: ALL LIBRARY STAFF

From: Jennifer Salas, Library Director

Subject: ART IN PUBLIC LIBRARIES

Effective Date: 9/21/2022

Edited by: Richard Reilly, Deputy Library Director

PURPOSE

The purpose of this policy is to establish guidelines for the acceptance and use of donated art for library facilities.

POLICY

In keeping with the cultural and educational roles of the public library, the Martin County Library System may integrate donated art into its facilities and grounds.

DEFINITIONS

AUTHORITY: Library Board of Trustees / Library Director

PROCEDURE

1. Any art or art-related items to be placed in or become part of the library facilities, architecture, or grounds must satisfy the following selection criteria, in keeping with the library's goals and objectives:
 - a) Art works accepted by the Martin County Library System should be of sufficient artistic merit to warrant inclusion in the library collection. This usually requires that the art work pieces must be unique, created by an artist of established reputation, or of recognized potential.
 - b) Art works should be compatible with the character of the library and appropriate for a public library setting.
 - c) Art works should not detract from, or conflict with, the permanent public art projects installed by the County's Public Art Program.
 - d) Art works should support a unified vision for the library's public art collection.
 - e) Art works should be durable, sound, non-hazardous, and maintainable in terms of the nature of the materials.
2. Ongoing funding for maintenance and conservation of donated art works must be sufficient. Prior to acceptance, funding must be identified for the installation and long-term maintenance of all art works.
3. As with all other library items, the proposed location of any art must be in the best interest of overall library function and purposes.
4. Art on loan or owned by the library will be protected with the same measure of security and insurance as the library's other collections.
5. An exception to the criteria listed above can be made in the case of art works which are specifically time-based or of a temporary nature when it is understood that their installation would be of a limited duration.
6. Potential art donations will be accepted at the discretion of the Library Director under the advisement of the Library Board of Trustees.
7. All donations of art must be accompanied by a completed Deed of Gift document.

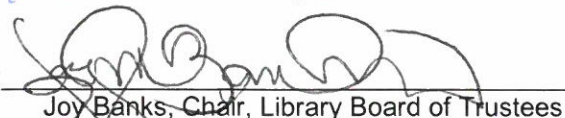
APPROVED BY:


Jennifer Salas, Library Director

DATE:

9/21/22

APPROVED BY:


Joy Banks, Chair, Library Board of Trustees

DATE:

9/21/22

DEPARTMENTAL POLICY

Suppression History:

Created 3/19/1997

Revised 8/15/2006

Revised 6/17/2009

DEPARTMENTAL POLICY

Deed of Gift

Martin County Library System

Name: _____ ("Donor") Date: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

By signing below, Donor hereby covenants that Donor is the lawful owner of the personal property described below and desires to donate and convey said property to the Martin County Library System (the "Library"). Donor hereby irrevocably and unconditionally gives, transfers and assigns to the Library all right, title, and interest, including all copyright, trademark, intellectual property, literary and related rights and interests, in and to the following described property:

Description of Gift:

A photograph of the Gift may be attached hereto as Exhibit "A".

Optional: This gift is given in memory of: _____

IN WITNESS WHEREOF, Donor has executed this Deed of Gift, which shall be binding upon Donor, his or her heirs, assigns and personal representatives, as of the date set forth below.

Date Donated: _____ Donor/Agent Name: _____

Donor/Agent Signature: _____

DEPARTMENTAL POLICY

STATE OF _____)

COUNTY OF _____)

The foregoing Deed of Gift was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 202__, by _____, who ☐ is personally known to me or who ☐ has produced _____ as identification.

[SEAL]

Notary Public

The above-described gift is hereby accepted by the Library upon the terms and conditions contained in this Deed of Gift.

Date Accepted: _____

Staff Name: _____

Staff Signature: _____