

**Sarah Hull Hallock Free Library
Milton, New York
2023**

ART ACQUISITIONS AND DONATIONS POLICY

As a rule, gifts of art shall be of professional quality, well-executed, and in good condition. As with all other gifts, art objects will be accepted only with the donor's full agreement that the library has the right to handle or dispose of the gift in the best interests of the library. Art should be appropriate in scale, material, form, and content for the library environment. Because of the library's limited display areas and its lack of environmentally controlled storage, potential donors are requested to discuss potential gifts with the Director, who will present the request to the Board of Trustees of the Sarah Hull Hallock Free Library. No artwork will be accepted until the Board has come to a conclusion on the offer.

The Director and Board of Trustees has the sole authority to accept or not accept gifts or loans of art. No gifts posing a danger or threat to staff or users of the library will be accepted, nor gifts which require extensive, on-going special care or conservation.

The library has no obligation to accept, display, or maintain any items donated to SHHFL. Once an item is accepted, the library 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.

As far as possible, a donated work of art should complement and enhance the building and its purpose. Works of art will be examined for durability, taking into consideration the library environment and the condition of the piece. Extremely fragile items or those that are potential targets for vandalism are not appropriate for the library setting.

When determining if a gift may be accepted, the Board will take into consideration any security issues, potential dangers/hazards, the cost of installation, and the cost of maintaining the work over its lifetime.


With direction from the Board, the library Director will provide the donor with an Acknowledgement of Receipt. The donor is required to accept the library's terms and conditions including the following:

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

For artwork that is on loan by the artist, the artist will assume all responsibility and risks concerning their artwork. The artist is responsible for picking up their artwork in a timely manner after notification by the library to do so. The library reserves the right to dispose of the artwork if it is not picked up after the artist has been notified three times.

A donor's conditions, restrictions, or stipulations may affect whether or not the gift will be accepted.

The Board will not appraise the value of any gift for donor income tax deductions. Donors are responsible for seeking independent legal and tax advice in advance of making a gift to the library.



Rosemary Wein, President
Board of Trustees

9/27/23

Date