

POLICY: ART DONATIONS

POLICY #: B-OP-19

COMMITTEE:	Library Board	PASSED:	April 13, 2006
TOPIC:	Operating Policies	AMENDED:	25 February 2016
		REVIEW PERIOD:	As required

PURPOSE

To support the decision-making of accepting art donations.

POLICY

The North Vancouver District Public Library accepts art donations in support of our community's interest in the visual arts.

All art donations are subject to the approval of the Director of Library Services. Proposed donations will be forwarded to the Director, who will decide whether or not to accept the gift.

Criteria for selection include, but are not limited to:

- Relevance and/or prominence of the work or artist to the community
- Artistic merit
- Connection to the Library's collections, programs and services
- Appropriateness for display to a multi-generational audience
- Suitability of the format for our physical space
- Relation to other events or exhibits in the community
- Similarity to other items or topics recently displayed
- Special considerations, costs, or requests associated with the art

Prior to acceptance of an art donation, the tax implications will be communicated to the prospective donor by the Director, including the need for an independent appraisal of the value of the gift. The cost of the appraisal will be the responsibility of the donor. Upon acceptance, the Library will issue a tax receipt to the donor.

Once donated, items become the property of the Library and may be disposed of at the discretion of the Director or his/her designees. Donated items will not be returned to the donor and the Director reserves the right to decide when a gift added to the collection should be withdrawn. Accepted works of art may, at the Board's discretion, be identified by signage as to the title of the work and the name of the artist or donor.

Unless otherwise specified, the Library will assume all responsibilities and costs for insuring and maintaining donated items. These costs will be considered in the decision whether to accept the donation. Should a donated item be damaged or removed by unauthorized means, the Library will undertake to repair or replace it at the discretion of the Board, subject to and within its budgetary means. If not within budgetary means, and if it is practical and reasonable to do so, the original donor will be offered the first opportunity to replace or repair the item.

RESPONSIBILITIES

The Library Board is responsible for this policy.

The Director of Library Services is responsible for implementing this policy.