

MANAGEMENT REPORT



Date: Tuesday, February 18, 2016
Author: Andrea Freeman, Manager, Welcoming Initiatives

Meeting date: Thursday, February 25, 2016
To: Library Board
From: Jacqueline van Dyk, Director of Library Services

Subject: **ART DONATIONS POLICY UPDATE – MOTION REQUIRED**

SUMMARY

The Board’s Policy Manual presently includes the policy **3.6.13 ART DONATIONS** which we are bringing forward in the new policy format with its new policy numbering. This furthers the Library Board’s policy refresh work of 2015/16. Elements of this new policy format are: content restructuring the header/footer, policy numbering, and the Responsibilities and Purpose statements.

In reviewing this policy, similar policies at other libraries were consulted. As a result, the selection criteria were expanded based on West Vancouver Memorial Library’s policy. As well, an introductory sentence was added and the “initial review” section of the existing policy was reworded to reflect practice.

A copy of the existing policy is attached for comparison purposes.

PURPOSE

This report is for decision.

RECOMMENDATIONS

The Library Board is asked to pass the following motion:

THAT policy B-OP-19 ART DONATIONS be approved and adopted AND that current policy 3.6.13 ART DONATIONS be removed.

FINAL REMARKS

Completing the Library Board’s policy refresh project is a stated goal of the Library Board.



POLICY: **ART DONATIONS**

POLICY #: **B-OP-19**

COMMITTEE:	Library Board	PASSED:	April 13, 2006
TOPIC:	Operating Policies	AMENDED:	[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 needs, 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.

DRAFT

3.6.13 ART DONATIONS

Approved by Library Board: April 13, 2006

- ~~1 Initial review:~~ Proposed gifts will be viewed initially by the Director of Library Services and a Branch Manager depending on the location where it might be located. If in their judgment it warrants acceptance, they will make a recommendation to the Board who will in turn decide whether or not to accept the gift.
- ~~2 Criteria for Acceptance:~~ To be accepted the work must be offered without condition and must in the opinion of the Board:
 - a) Meet the high standard of artistic achievement
 - b) Fit the décor, space, and atmosphere of the Library
 - c) Appear to add to North Vancouver resident's enjoyment of the Library
 - d) Be free of any liability or undue financial burden for the Library
- ~~3 Issuance of a Tax Receipt:~~ 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.
- ~~4 Maintenance and Replacement Costs:~~ 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.
- ~~5 Display Retention of Donated Works of Art:~~ All donated works become the exclusive property of the Library. The Board reserves the right to display in one or more locations of its choice, to remove it from public display or to dispose of it if it so chooses, with any proceeds of disposition to accrue to the Library (endowment fund?). Accepted works of art may, at the Board's discretion, be identified by signage as to the title of the works and the name of the artist or donor.

- To be replaced by B-OP-19 Art Donations