

ART ACQUISITION POLICY

Marion Public Library

In an effort to address appropriate selection and installation of commissioned art and other objects given to the Marion Public Library, the following shall apply:

I. ARTS ADVISORY COMMITTEE

An Arts Advisory Committee created by the library board will meet as needed and will include a member of the library board, a member of the library staff, a member of the Marion Arts Council, and, if deemed necessary, a professional artist from the Metro or Eastern Iowa area who has specific experience with the type of work under consideration.

II. ARTS ADVISORY COMMITTEE RESPONSIBILITIES

- A. To review all items offered as gifts.
- B. To represent the library board in preliminary negotiations with potential donors of objects or funds for objects.
- C. To seek professional advice on monetary and/or artistic value and appropriateness of considered or offered items when it is in the best interests of the library.
- D. To serve as liaison among potential donors, the library board and the library director.
- E. To present all pertinent information regarding proposed gifts and purchases to the library board for final action.

III. ACQUISITION GUIDELINES

- A. Objects may be added to the collection by means of gifts, bequests, purchases, exchanges or any other transactions.
- B. The person submitting the work for consideration must provide professional quality slides or photos, clearly labeled with relevant information.
- C. If required, mounting and framing must be of museum quality to ensure preservation of the piece.
- D. The library must be able to provide proper care, including conservation, maintenance, storage, and insurance for all acquired objects.
- E. The origin or source of the object must be satisfactory to the Arts Advisory Committee and the library board. Outside counsel and expertise may be used.
- F. All objects acquired by the library shall become the sole property of the library and shall not be encumbered or restricted as to their acquisition, retention or disposition.

IV. ACQUISITION PROCEDURES

- A. Approved objects which are gifts or bequests allow for a tax deduction on the part of the donor. It is the donor's responsibility to establish fair market or appraisal value.
- B. If library monies are used to acquire an object, the library, in accordance with city purchasing procedures, will purchase the object from the seller after receiving approval from the library board.

- C. In the event that consultation with the Arts Advisory Committee is not feasible, the library director shall have authority to negotiate with the potential donor and advise the library board as to a course of action.
- D. Upon receipt of a work by the library, the object will be listed in a registration book established for that purpose, given a registration number consisting of the year donated and item number in order of receipt. This number will be marked on the object for identification, if possible. The work will then be photographed for purposes of record and identification. A statement from the artist as to the thought and creation of the work is desirable.
- E. A suitable plaque or similar device may be affixed on or near the object listing donor(s) and other pertinent information.

V. MARION PUBLIC LIBRARY DIRECTOR RESPONSIBILITIES:

- A. Maintain all records of an acquired work.
- B. Provide the donor(s) with a letter of acknowledgment, which is signed by the library director.
- C. Obtain appraisals of works that have been acquired when deemed appropriate by the library board.

VI. LOANING ART WORK

- A. The Marion Public Library does not loan its art work.

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