

Scope of Policy			
<i>Scope:</i>	Manage selection, acquisition and deaccession of art in the library	<i>Effective Date:</i>	Revised 4/13/20

Provisions			
<p>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:</p>			
<p>I. ARTS ADVISORY COMMITTEE</p> <p>An <i>ad hoc</i> Arts Advisory Committee created by the library board will meet as needed and will include a member of the library board, the library's Marketing & Development Coordinator, 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.</p>			
<p>II. ARTS ADVISORY COMMITTEE RESPONSIBILITIES</p> <ul style="list-style-type: none">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.			
<p>III. ACQUISITION GUIDELINES</p> <ul style="list-style-type: none">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.			
<p>IV. ACQUISITION PROCEDURES</p> <ul style="list-style-type: none">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 ARTWORK

- A. The Marion Public Library does not loan its artwork.

VII. PUBLIC AVAILABILITY OF ART COLLECTION

- A. Art pieces that are stored or for other reasons not publicly displayed may not be available for viewing.

VIII. DEACCESSIONING GUIDELINES

- A. Criteria for deaccession of artworks
 1. Condition has declined, or security of the artwork cannot be guaranteed
 2. Artwork requires unreasonable maintenance
 3. The site for the artwork has
 - a. become inappropriate or is no longer timely
 - b. is no longer accessible to the public or
 - c. is unsafe, or
 - d. it is due to be demolished
 4. The artwork is no longer relevant, timely, or appropriate for the location
 5. No suitable alternate site for the artwork is available
- B. Process for deaccession of artwork
 1. The Arts Advisory Committee will be convened and will be provided with all relevant available information about the piece(s) in question
 2. The donor will be notified and the conditions and reasons for deaccessioning will be explained; the donor has right of first refusal to artwork that is being deaccessioned; the piece will be offered to donor, but library will not provide additional services
 3. If the donor declines to reclaim the piece, or cannot be notified, or is deceased, the Arts Advisory Committee will determine the preferred method of deaccession, including
 - a. Relocation of the artwork to another public facility within Marion
 - b. Removal of the artwork from public display and subsequent storage

- c. Sale of the artwork through appropriate channels; proceeds from such sale shall be deposited with the Marion Public Library Foundation
- d. Donation of the artwork to another government entity or non-profit, civic, charitable, or cultural organization that will properly install and display the artwork in an appropriate public space
- e. Dispose of the artwork using the City of Marion's surplus property procedures.