

Gifts Policy for Arts and Artifacts

It is the intent of the Bedford Public Library to provide an aesthetically pleasing environment for its patrons, guests, staff, and visitors that is conducive to the pursuit of lifelong learning and cultural enrichment. To that end the library welcomes opportunities to display art within the public areas in its facilities.

This Gifts and Art Policy covers gifts to the Library of art or artifacts purchased for or gifted to the Library by donors.

Policy Statement 1 – Exhibit of Arts/Artifacts

Display of public art and artifacts is an important part of providing welcoming and attractive facilities and is an enriching aspect of the Library's mission thus enabling our community to discover, connect, and be inspired.

- 1.1 The decision to accept a gift of artwork or artifacts for display in the Library rests entirely with the Library Director. Upon acceptance, the Library will make all decisions regarding placement, length of time for the display, publicity, and display removal.
- 1.2 All art and artifacts must comply with the City of Bedford Art/Exhibit Policy.
- 1.3 When accepting a gift or work of art or artifacts, the Library reserves the right to exhibit any donated object in a manner that is consistent with the Library policies, needs, and available space. Acceptance of a gift or work of art does not imply that it will be on permanent public display.
- 1.4 The Library reserves the right to return the loaned gifts or art to the individual owner.
- 1.5 The Library reserves the right to move and relocate the gift or artwork for any reason it deems necessary.

Policy Statement 2—Acceptance of Arts/Artifacts

The Bedford Public Library will consider for acceptance as gifts such artifacts and pieces of fine art (e.g., paintings, sculpture), wall hangings, photographs, and other original works in various media.

- 2.1 Any limitations or conditions placed on the Library must be approved by the Library Director including acknowledgments. Certain conditions may require City Manager or City Council approval.
- 2.2 Title to all gifts and art or artifacts will pass to the Bedford Public Library. Gifts to the Library remain outright and unrestricted donations to be used according to the sole discretion of the Library. Such gifts of artifacts or artwork will be used to the best interest of the Library including the sale or auctioning off of items.
- 2.3 Donors who wish to receive a tax credit are responsible for getting an appraisal. The Bedford Public Library cannot provide value estimates on gifted materials.
- 2.4 The Library Gifts and Art Advisory Committee will determine the appropriate process of receipt and acknowledgment for gifts and art. The documentation will identify and acknowledge the gift without appraising the gift or artwork.

Policy Statement 3—Criteria for Acceptance of Arts/Artifacts

The Bedford Public Library has limited space for the display of gifts and art, therefore it carefully considers acceptance of gifts using the criteria outlined below.

- 3.1 **Style and nature:** The gift or art should be appropriate in scale, material, form, and content for the library environment.
- 3.2 **Quality and Elements of design:** Public art or artifacts may have other functions in addition to aesthetic enjoyment. For example, a work of art may establish a focal point, modify or enhance a space, or identify a building function. As much as possible, the work of art should complement and enhance the building and its purpose. The reputation of the artist may be a factor in the decision.
- 3.3 **Community History or Culture:** Artifacts may record an aspect of the community or library history or commemorate the contributions of an individual.
- 3.4 **Durability:** Works of art and gifts will be examined for durability, taking the library environment and the condition of the piece into consideration. Extremely fragile items or those that are potential targets for vandalism are not appropriate for the library setting.

- 3.5 **Installation/Maintenance costs:** When selecting a work of art to purchase or determining if a gift may be accepted, the Library will take into consideration any security issues, the cost of installation, and the cost of maintaining the work over its lifetime. Start-up and ongoing costs for cleaning and mounting will also be considered.
- 3.6 **Public liability:** Works will not be selected or accepted that create unsafe conditions or contain other factors that may bear on public liability.
- 3.7 **Conditions of acceptance:** In the case of gifts or donations, the donor's conditions may affect whether or not the gift will be accepted.
- 3.8 **Library's Discretion:** The Library, in its sole discretion, will determine whether to review and accept or reject any gift or proposed artwork.