



## Art Donation Form & Transfer of Ownership

Name of Donor(s) or Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Artwork Description:

- a. Medium:
- b. Artist:
- c. Dimensions:
- d. Date of Creation (if unknown, approximate date):
- e. Description:
  
- f. Brief History of Ownership:
  
- g. Appraisal Value (or receipt of purchase):

### Please state the reason(s) you wish to donate this artwork to the Community Library of DeWitt & Jamesville:

My signature verifies that the above information is true and that I am willing to transfer ownership of the artwork to the Community Library of DeWitt & Jamesville. I understand that the donation is free of any contingencies and that the artwork will become the property of the Library without any obligation to me as the donor. I will not hold the Community Library of DeWitt & Jamesville and its employees or the Library Board of Trustees liable for any decisions associated with the stewardship of this artwork.

\_\_\_\_\_ Signature of Donor & Date

Date



## **Art Donation Policy**

The Community Library of DeWitt & Jamesville is committed to showcasing high quality public art for the enjoyment of its patrons and visitors. The Community Library of DeWitt & Jamesville's Art Donation Policy outlines the process through which artwork donation proposals are reviewed and accepted or rejected by the Library's Art Committee and the Library's Board of Trustees.

### **Accessioning:**

The Community Library of DeWitt & Jamesville welcomes donations of artwork such as paintings, sculptures, photos, drawings, illustrations and crafts. Acceptance of artwork is reviewed by the Art Committee and will be subject to final approval by the Library's Board of Trustees. Artwork will be considered according to the following criteria:

- Creating a positive learning experience
- Showcasing local and regional talent
- Presenting a unified design which reflects the aesthetic, color schemes, and identity of the library
- Minimizing financial impact for maintenance, upkeep, or staff time
- Appealing and appropriate for all ages
- Ensuring high artistic quality, craftsmanship, and durability

### **Recognition:**

The Community Library of DeWitt & Jamesville will provide recognition to all individuals, groups and/or corporations who donate gifts of art to the Library. Appropriate recognition will be determined through consultation with the donor and will generally be consistent with the recognition given to library donors, such as a plaque or acknowledgment in Library communications.

### **Transfer of Ownership:**

Once an item is accepted, a formal agreement is signed by the donor transferring ownership of the artwork to the Community Library of DeWitt & Jamesville. The Library shall be the sole owner of the donated artwork and will have the right to make all further decisions regarding the location, display, maintenance, and/or deaccessioning of the object(s).



### **Removal of Artwork from the Collection:**

Deaccessioning is the process for withdrawal of an artwork from public exhibition through storage, loan, gifting or sale. An artwork may be considered for deaccession by the Library's Art Committee and the Board of Trustees under the following conditions\*\*:

- The artwork has been damaged to the extent that repair is impractical or unfeasible, or the cost of repair or renovation is excessive in relation to the original cost of the work.
- The artwork is no longer appropriate for the site because of changes in use, character or design of the site.
- The artwork requires excessive maintenance or has faults of design or workmanship.
- The artwork has been stolen.
- The artist does not comply with the Library's Patron Code of Conduct policy.

All final decisions regarding the deaccessioning of artwork are subject to the Board of Trustees.

\*\*These conditions are not exhaustive and can be amended at the discretion of the Library's Art Committee or the Board of Trustees at any time.



## **Art Donation Rubric**

### **Scoring scale:**

- 4- Object exceptionally meets criteria / EXCEPTIONAL
- 3- Object significantly meets criteria / STRONG
- 2- Object somewhat meets criteria / ADEQUATE
- 1- Object minimally meets criteria / INADEQUATE
- 0- Object does not meet criteria / UNACCEPTABLE

Criteria:	Ranking: Notes:
This artwork creates a positive learning experience	
This artwork showcases local and regional talent	
This artwork presents a unified design which reflects the aesthetic, color schemes, & identity of the library	
<p>This artwork minimizes financial impact for maintenance, upkeep, or staff time</p> <p>This artwork is appealing and appropriate for all ages</p>	

This artwork is of high artistic quality, craftsmanship, and durability

**Total Score:**

**Total Scoring Scale:**

20-24 EXCEPTIONAL

15-19 STRONG

10-14 ADEQUATE

5-9 INADEQUATE

0-4 UNACCEPTABLE