

DRAFT

Decatur Public Library

Art and Artifacts Acquisition and Display Policy

The acceptance of a work of art for the Library's permanent collection will be subject to the approval of the Board of Library Trustees. When a work is approved for inclusion, it will be for the purpose of display. Permanent display of a piece is not guaranteed, however. The length of time a work is displayed may be affected by available space, appropriateness of the piece to the changing use of the facility, the condition of the piece and/or the Library's interest in introducing new works to the community from time to time.

The acceptance of an artifact for the library will be subject to the approval of the Board of Trustees. An artifact is defined as a physical item to be accepted by the library for housing in the collection or display within the building.

When the Board of Library Trustees accepts or acquires an artifact or an art work, all ownership rights must transfer to the Library. The Board must receive a signed "transfer of ownership" form, or "deed of gift" form before the item will be added to the collection. The Board reserves the right to withdraw an art work or artifact from the collection, transfer ownership, or sell the item if it will no longer be displayed.

Organizations or individuals wishing to donate or support the acquisition of art work or an artifact for the Library are requested to communicate their interest to the City Librarian, who will bring the proposal to the Board for action.

This policy does not apply to temporary displays in the Library's gallery or display cases. Short term displays of this sort are handled by the Library's Administrative Secretary and are covered by separate guidelines.