

**Susquehanna County Historical Society and Free Library Association**

**Susquehanna County Library Art Policy**

Last Updated: 15 December 2017

Committee Review: 4 October 2023

Board Review:

Board Vote:

In Effect: DATE

The Susquehanna County Historical Society & Free Library Association (Association) has no obligation to accept, display, or maintain any items donated to the Association. Once an item is accepted, the Association shall be the sole owner of the donated item(s) and will have the right, in its sole and absolute discretion, to deaccession any donated item(s) without providing notice to or obtaining ~~the~~ consent of the donor. Final decisions as to the acceptance of art donations are made by the Susquehanna County Library Association Board of Trustees (Board) at the recommendation of the Administrator/Librarian.

**Selection Criteria for Artworks**

Overall the SCHS&FLA Association has limited space for the display of art. The Board will consider the following criteria, and therefore it is important to consider very carefully before the acceptance of a piece of art as a gift.

**Style and Nature:** The art should be appropriate in scale, material, form, and content for the library environment.

**Quality and Elements of Design:** Public art 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 far as possible, the work of art should complement and enhance the building and its purpose.

**Durability:** Works of art 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~~.

**Installation / Maintenance Costs:** When ~~selecting a work of art to purchase or~~ determining if a gift will may be accepted, the ~~Library~~ Board will ~~take into consideration any~~ consider security issues, the cost of installation, and the cost of maintaining the work over its lifetime.

**Public Liability:** Works will not be selected or accepted that create unsafe conditions or contain other factors that may bear on public liability.

**Conditions of Acceptance:** With direction from the Board ~~of Trustees~~, the Administrator/Librarian will provide the donor with a letter of acceptance to be signed. The donor is required to accept the Library's terms and conditions ~~including, the following:~~

- All gifts must be unconditional, transferring ownership and all rights of ownership to the Susquehanna County Historical Society & Free Library Association.

- Gifts are accepted only with the understanding that the Board of Trustees has the right to determine retention, location, and other considerations relating to the use or disposal of the donated gift.
- The Board of Trustees may choose to display the gift or not.
- The Board of Trustees may choose to sell the item and use the proceeds for any purpose appropriate to the library's mission.
- The Board of Trustees may transfer ownership of the item as it deems appropriate.

Donor Conditions of Acceptance: The donor's conditions may affect whether or not the gift will be accepted.

Appraisal: The Board ~~of Trustees~~ will not supply the donor an appraisal of ~~appraise the~~ value ~~of any gift~~ for any reason, including income tax deductions. To obtain a tax benefit from the donation, the donor is responsible for providing to provide an appraisal when the art-work is donated to the association.

~~Policy approved December 15, 2017~~

*This is a DRAFT document for review and discussion.*

Susquehanna County Historical Society & Free Library Association  
DEED OF GIFT

As the legal owner of the material described below, I hereby unconditionally and irrevocably, donate the object(s) described below to the Susquehanna County Historical Society & Free Library Association (SCHS&FLA) to become its property. I agree that this material may be made available for research, reproduction, and exhibition subject to the rules and regulations of the Association.

By execution of this Deed of Gift, the Donor represents and warrants to the SCHS&FLA that he or she is the sole owner of the title to the object (s) and has full power and authority to give the object (s) to the SCHS&FLA.

Donor's Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone/email \_\_\_\_\_

Date of Gift \_\_\_\_\_

IN WITNESS THEREOF the donor has hereunto set his/her hand and seal this day of 20\_\_, intending to be legally bound thereby. Signed, sealed and delivered in the presence of

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Donor

Accepted this \_\_\_ day of \_\_\_\_\_ 20

SUSQUEHANNA COUNTY HISTORICAL SOCIETY & FREE LIBRARY ASSN.

BY: \_\_\_\_\_  
(Vice) President

Donations to the SCHS&FLA are tax-deductible to the extent allowed by law. The Association does not appraise any donations. It is the responsibility of the donor to make arrangements for an appraisal. Should the donor wish the SCHS&FLA to sign the IRS documents regarding the gift, a copy of the appraisal with values must be filed with the association.