

DRAFT

**SARANAC LAKE FREE LIBRARY
POLICIES AND PROCEDURES**

**SECTION 4
LIBRARY OPERATIONS**

Last updated 9/2005–July 14, 2008

10. Art Collection Policy:

- a. Policy for Inventory
 - i. Each art collection piece shall have an inventory record, including the following: from whom it was acquired, date of acquisition, title, artist name, date of work, condition at time of documentation, location in the library, and a photographic record.
- b. Policy for Acquisitions
 - i. The library will consider accepting work by an artist who was a TB patient, caregiver, relative, or teacher, or of local interest.
 - ii. Lack of space and funds to care for a piece shall preclude it from being accepted.
 - iii. An acquisition record shall be kept of all additions to the collection. The source name, date and other relevant information shall be recorded. There shall be language on the form that there are no restrictions as to the use of the piece and the donor may initial the record in agreement of such terms.
 - iv. A donation of an art work for public sale for the purpose of fund raising for the library may be accepted. Proceeds realized from a public sale of donated work shall be allocated to support the library.
- c. Policy for Deaccession and Disposition
 - i. Any removal from the collection shall be by the authority of the Board of Trustees. Any removal shall be based on the condition of the work, its preservation, questions regarding its provenance, title, and relevance. The disintegration or severe deterioration of a piece may determine that a piece must be destroyed.
 - ii. In the event of deaccession, a disposition file shall be maintained. Options for disposal may be as follows: return to the donor or donor's family; exchange or donate to other museums; or sell the item with the proceeds going to the Library. No board or committee member, library staff person or active volunteer may exercise any advantage to purchase any item which is being disposed of.
- d. Insurance
 - i. The Library may elect to carry insurance on selected items, but it is recognized that a better use of resources is found in security and conservation measures.