



**Neill Public Library**

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# Art Acquisition Policy

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The Neill Public Library Board of Trustees supports the acquisition of art as part of the permanent collection, temporary art exhibits in the Library, and the deaccession of works of art to enhance the collection. The art collection represents the best of area artists, and of artists using the Palouse area as their subject matter. In order to maintain the quality and variety of the collection, certain standards must be met in the selection of new acquisitions. The following guidelines have been established by the Neill Public Library Board of Trustees to insure the continuing excellence of the collection.

## I. Selection and Acquisition of Works of Art

### A. Methods of Acquisition

- i. The Library Director or designee will seek out works of art for Neill Public Library (Library) to acquire and add to its permanent collection. The development of the collection must uphold the Library's mission and the rules laid out in the overall Materials Selection Policy.
- ii. Display of the artwork will be under the supervision of and at the discretion of the Library Director or designee. It cannot be guaranteed that donated artwork will be put on permanent or even periodic display. Works that are not on display in the Library may be placed on temporary loan to other City buildings, businesses, or organizations.
- iii. Selections shall be made by a committee consisting of one member of the Library Board of Trustees, the Library Director or designee, and one community member selected jointly by the Library Director and Board of Trustees.
- iv. Acquisitions shall be made from works by artists whose work is judged appropriate by the committee.
- v. Artists or crafts persons shall have present or past ties to the Palouse area, or shall have used the Palouse area as their subject matter.
- vi. The artist or donor shall select the work to be submitted, but final acceptance will rest with the committee.
- vii. Copyright for each work shall remain the property of the artist, except that the Library may include reproductions of the work in catalogs or other promotional and informational materials, or for fundraising purposes.
- viii. Works of art may be added to the collection by any of the following methods whereby clear title passes to the Library:
  - a. Purchase
  - b. Commission
  - c. Gift or Bequest
  - d. Exchange
- ix. As regards purchased works: The artist shall donate a minimum of 50% of the actual retail value of the work at the time of acquisition. The remaining portion of said value, including Washington State sales tax on that portion, will be paid directly to the artist. This money may come from donations by local businesses, interested individuals, and patrons of the arts, grants, and similar sources. The artist shall present to the Library a bill of sale which indicates the actual retail value of the work.
- x. Works of art acquired by the Library shall become the sole property of the Library, and therefore the City of Pullman.

### B. Selection Criteria

- i. The Library's collection will focus on works by local and regional artists, but may also include

pieces by national and international artists, when the subject matter of those pieces is the Palouse area.

- ii. The Library is committed to acquiring works of art that are of high quality and that engage the community.
- iii. Diversity and Content: The Library is committed to creating a diverse collection for the public benefit, considering the confines of space and conservation capabilities. In considering pieces of Art for Acquisition, the Library Director or designee, will consider:
  - a. The relationship of the piece to other works in the permanent collection;
  - b. The contribution of the piece toward creating a diverse collection;
  - c. The compatibility of the piece within the context of the Library, including the capability of the Library to properly store and care for the piece.
- iv. Physical Considerations: Mindful of the public nature of the Library facility, the Library Director or designee will consider:
  - a. Whether the scale and design are appropriate for specific areas of the facility;
  - b. Fragility and/or susceptibility to damage;
  - c. Any potential risk to the public.
- v. Financial and Security Considerations:
  - a. Purchase cost;
  - b. Estimated cost associated with fabrication and installation;
  - c. Estimated costs of proper care, including conservation and maintenance;
  - d. Warranty of authenticity and satisfactory provenance (outside counseling and expertise will be used as needed).
- vi. Additional Acquisition Guidelines:
  - a. The Library Director or designee may engage professional artists or consultants to assist in evaluating existing works of art;
  - b. The Library will not acquire any materials that attach the condition of periodic or permanent display.
  - c. Immediately upon acquisition of a work of art by the Library, the Library staff will register the work in a database. Registration information will include at a minimum, the following items:
    - i. Registration number
    - ii. Photograph(s) for purposes of record and identification;
    - iii. A detailed physical description of the work of art;
  - d. The Library will be responsible for maintaining all records of an acquired work of art, including any Deed of Gift, and any appraisal reports for information.
  - e. Approved works of art that are gifts or bequests are tax deductible to the extent allowed by law. (NOTE: Individuals can make tax-deductible gifts to libraries and other governmental bodies without the benefit of 501c (3) status).
  - f. The Library does not issue appraisals of any kind for works of art. When deemed appropriate, the Library Director will obtain appraisals of works of art that have been acquired by the Library.
  - g. Artwork in the permanent collection that is not on display in the Library's public spaces may be displayed in staff offices and common areas, or loaned to other City departments, businesses and organization at the discretion and approval of the Library Director.
  - h. Subject Matter: All work exhibited must be in compliance with Federal and State laws including those pertaining to libel, copyright, obscenity and pornography. Exhibit space is not intended for advertising of commercial enterprises or political candidates. Views expressed in works of art do not necessarily reflect those held by the Library. The Board of Trustees reserves the right to decide if a work is inappropriate for display.
  - i. Request for Reconsideration: Patrons concerned about materials displayed are welcome to discuss those concerns with the Library Director. Patrons who wish to ask the Library to reconsider materials being displayed will follow the Library's reconsideration

processes. (See Section on Censorship and Reconsideration of Library Materials in the Board Approved Collection Development Policy).

- j. Temporary Art Loan: The Library may temporarily loan artwork from its permanent art collection to other City of Pullman departments, businesses or organizations in order to better serve the community as deemed appropriate and approved by the Library Director or designee. A written temporary art loan agreement must be completed.

## II. Temporary Exhibits

- A. The Library will provide a diverse array of exhibitions supporting the Library's mission by facilitating the free and open exchange of diverse information and ideas. Exhibit space may be made available to individuals, artists, craftspeople, collectors and/or groups whose purpose is to provide educational, civic, charitable, or cultural information of public interest. (See the Board approved Display, Exhibit and Bulletin Board Policy). Exhibitions are offered by invitation of the Library, upon request by the artist.

## III. Deaccession of Works of Art

- A. Deaccessioning is the formal removal of a work of art from the Library's permanent art collection. It is normally followed by disposition of the work by sale or exchange. Deaccessioning is an ongoing professional responsibility of the Library, undertaken for collection enhancement and refinement. The Library, for any one of the reasons described below, may find it necessary or desirable to amend its collections by deaccession.
  - i. Objects considered for deaccession may include the following:
    - a. Objects that are not appropriate for the Library's art collections, or are not consistent with the mission and goals of the Library;
    - b. The work is too large to fit into available or prospective locations or otherwise does not work well in the Library's space;
    - c. The object is damaged or deteriorated beyond reasonable repair, or the cost to repair a work exceeds the value of the work itself;
    - d. The work no longer meets the criteria of the collection;
    - e. Duplicate and redundant objects: An example would be two prints of the same subject. The Library shall retain the superior example. Redundant works include objects that are either duplicates, or similar variants, such as slightly different versions of the same print. They also include works closely related in subject and style, by the same artist or school, but varying in quality, condition and interest. In such instances, the Library shall retain the superior example.
    - f. Items for which the Library is not able to provide proper storage or care.
  - ii. Procedures for deaccessioning: The Library Director or designee, will determine whether an object may be considered for deaccessioning based on the guidelines provided herein. The following procedures will be followed:
    - a. Deaccession of Low Value Artwork: Works of art valued at under \$200 may be deaccessioned at the discretion of the Library Director or designee, if held in the collection for three years.
    - b. Recommendation for Deaccession Form: If the item being considered for deaccession is valued at over \$200, the Library Director or designee, will initiate a recommendation for deaccession form for each item or group of related items.
    - c. Approval to deaccession: The Library Director must review the recommendation form and give approval to precede with all deaccession candidates. If the object or collection is valued at \$1,000 or more, the deaccession of the recommended object or collection must be approved by the Board of Trustees.
    - d. Appraisal: One or more outside appraisals for objects of significant value are recommended but not required, especially those that might be sold or traded.
    - e. Disposal: Each deaccessioned object must go through the City of Pullman surplus property disposal process. If the deaccessioned object is not disposed of through the

City surplus property disposal process, it shall be disposed of in a means appropriate to the item, such as donation to the Friends of Neill Public Library to be sold, or consignment or trade with a reputable business. Some objects may be best disposed of by transferring to another organization (i.e. permanent loan), or in the case of objects beyond reasonable repair, the Library may wish to destroy the object. Disposal will not take place in a way that creates a conflict of interest for the Library.

- f. In accordance with the City of Pullman surplus property disposal process, no member of the Library staff, City of Pullman staff, the Library Board of Trustees, or volunteers of the Library may have an unfair advantage of purchasing a work of art that has been deaccessioned from the Library's permanent collection by purchasing the work before the public or at a lower cost than the public, at any point during the disposal process.
- g. Documentation: The Library Director or designee will document each withdrawal in the permanent files of the Library. The completed recommendation for deaccession form will become part of the object's permanent historical file.
- h. Additional Guidelines: No donated artwork shall be deaccessioned for any reason for three years after the date of acquisition (in accordance with IRS requirements).

Approved by Neill Public Library Board of Trustees, December 7, 2022