



BERWYN PUBLIC LIBRARY

Public Art Display and Donation Policy

The Berwyn Public Library welcomes donations of art and artwork from community groups, organizations or individuals. Art at the Library promotes cultural appreciation and increases visitation to the Library. The Library's goal is to offer a fresh and current collection of art. The Library endorses ALA's statement on "Exhibit Spaces and Bulletin Boards an Interpretation of the Library Bill of Rights." Contents of exhibits are not meant to reflect the views of the Berwyn Public Library, its Trustees or its staff.

Art Committee:

The Berwyn Public Library Board established an Art Committee to oversee the art planning and decision making for the Library. This committee will consist of members of the Berwyn Public Library Board of Trustees and Berwyn Public Library staff members whose responsibilities include:

1. Determine sites to be used throughout the Library building and grounds.
2. Recommend selections of art.
3. Establish guidelines and procedures for temporary exhibits and displays including but not limited to time, place, location or whether to accept work from only local constituents.

Art Collection:

The permanent art collection for the Library will consist of both purchased and donated pieces. Purchased artwork will be determined by the Art Committee and qualified Library staff. Donated artwork will be accepted with the approval of the Art Committee using the following guidelines:

1. The donated work complements the existing art collection.
2. There is an appropriate location for the donated work.
The donated work becomes the sole property of the Berwyn Public Library and the Library will make all decisions as to the retention, location, and all considerations relating to the use of the donation. The Library has no obligation to accept, display or maintain any items donated.
3. The donated work is safe for public display, has no maintenance requirements (i.e. lighting, security), and has no legal issues including but not limited to the ability of the owner to deliver unrestricted clear legal title together with all applicable copyrights, patents or other title rights in or to the item(s) without any limitations or conditions on the Library's ownership.

Removal of Art from the Collection:

Art will be removed from the collection at the sole discretion of the Art Committee or qualified Library staff.

Temporary Exhibits:

The Art Committee may commission or approve temporary art exhibits from community artists and local organizations. Designated library staff may commission or approve temporary exhibits for Library display cases. The following guidelines will apply to all temporary exhibits.

1. The artist/group has completed a loan agreement which has been approved by the Art Committee.
2. The exhibit shall be suitable for viewing in a public space and appropriate for all ages.
3. No commercial activity will be associated with the exhibit.

4. The Library will take great care in displaying the exhibit, but does not insure or assume liability for art works displayed during the time the item is on exhibit, in-transit, stored or on Library premises.

5. The Library does not serve as sales agent for exhibited pieces. Prices may not be displayed.

If users object to a particular work of art or exhibit, they may complete a request for reconsideration form. The request will then be reviewed by the Art Committee and a recommendation will be presented for the Library Board of Trustees.



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LOAN AGREEMENT – DONATION

The Berwyn Public Library welcomes donations of art and artwork from community groups, organizations or individuals. The Library generally prefers items of historical and community-wide interest. These donations are accepted with the understanding that they become the sole property of the Berwyn Public Library upon receipt. The Library will make all decisions regarding their retention and location and all considerations relating to their use, display or disposition. It is the Library's expectation that the item be added to the Library's collection. Every effort is made to accept only items appropriate for use or display in the Library. However, due to space limitations items not kept in the Library may possibly be exchanged, given away, or sold.

I, the undersigned, agree to the above provisions and hereby donate the following item(s) to the Berwyn Public Library.

Name (Print) _____ Date _____

Signature _____

Address _____

Telephone number _____

Staff signature _____ Date _____

Board signature _____ Date _____

LOAN AGREEMENT TEMPORARY EXHIBIT

I, the undersigned, agree to the provisions of the temporary exhibit policy. I am loaning the following items to the Berwyn Public Library.

The item(s) listed above will be publically acknowledged as on loan from _____

DATE _____

LENDER NAME _____

ADDRESS _____

PHONE _____

PERIOD OF LOAN _____

Lender signature

Date

Library signature

Date

Received by _____

Date _____

Returned by _____

Date _____

