Policy on Acceptance and Employment of Gifts of Works of Art or Artifacts

The Trustees of the Pollard Memorial Library appreciate and recognize the benefits of active community involvement in the Pollard Memorial Library. The Trustees further recognize that at times this support is demonstrated by donations of works of art or artifacts. This policy reflects the Trustees' belief that the Pollard Memorial Library serves an important cultural role in the community as a showcase for works of art or artifacts.

Donors and benefactors should understand that, prior to acceptance of such offers, the Trustees need to ensure the relevance of the gift to the Library's overall program as set forth in its mission statement. The Trustees reserve the right to decline a gift if acceptance does not appear to be in the best interests of the Pollard Memorial Library, including but not limited to a perceived compromise of the Pollard Memorial Library's critical role as a symbol of free speech and independent thought. The Trustees reserve the right to accept or reject any offer of a donation of a work of art or artifacts and will make the final determination to accept or reject the gift.

I. Scope of the Collection

Criteria include but are not limited to the following:

A. The inherent quality of the work is of the highest priority.

B. The item(s) is deemed to be of specific community interest and/or relevant to the Pollard Memorial Library, City of Lowell, or the Merrimack Valley.

C. The art should be appropriate in scale, material, form and content for both the immediate and general physical environment of the Pollard Memorial Library.

D. In all cases, consideration will be given to material, construction, durability, maintenance, administration, and public access and safety.
II. Criteria for Acceptance

A. All donations must meet the requirements as stated in the Scope of the Collection.

B. The acceptance of such gifts shall not involve significant expense for their present or future use, display, administration or maintenance unless such expenses are covered by funds provided for this purpose.

C. All gifts are final. By the act of donation, the donor permanently relinquishes all rights to ownership and disposition.

D. Donations which carry stringent donor restrictions will not be accepted unless deemed to be in the best interest of the community to do so.

E. The Pollard Memorial Library reserves the right to dispose of donations to its best advantage. Such disposition may include:
   1. Donation to other local, state, and national institutions or organizations.
   2. Donation to Friends of Pollard Memorial Library or the Foundation of Pollard Memorial Library Inc. for purposes of sale or disposal to benefit the Pollard Memorial Library.

Any disposition will be carried out in a manner consistent with the laws of the City of Lowell.

F. Reproductions of copyrighted works will not be accepted unless evidence of compliance with the copyright law and its prevailing interpretations are provided.

III. Trustee and Staff Responsibilities

A. All donations will be represented on a legal donor form which includes a description of the item, the name, address, and signature of the donor, the date of the donation, an acknowledgment that there are no restrictions on the donation, and the signature of the Pollard Memorial Library representative accepting the donation.

B. In accordance with the donor’s request, appropriate recognition will be given to donations by affixing labels or plaques indicating the donor’s name, and if applicable, the name of the person in whose honor or memory the gift was made.

C. Pollard Memorial Library will not designate a special location for donated materials or affix labels, signs or plaques to the physical facility indicating the presence of these materials unless deemed to be in the best interest of the community to do so.

D. Pollard Memorial Library cannot appraise gift materials for tax purposes.

E. Donations/rejections will be acknowledged in writing by the Director.

This policy, adopted by the Board of Trustees on November 18, 1997, is subject to their review.