

## **Cedar Falls Public Library ART COLLECTION POLICY**

Works of art may be either purchased by or donated to the Library. Final responsibility for acceptance of a work of art resides with the Board of Library Trustees. The Library particularly collects art created by local artists, but may collect works outside that scope. The intent of this collection is to enhance the library's aesthetic environment.

Items given to the library will be presented to the Board of Trustees for final acceptance upon recommendation of the art committee. Items given to the library for Board consideration which have not yet been accepted are not covered by the City's insurance policy, and must be covered by the donor's personal insurance. If the Board decides not to accept an item, the owner will be notified as soon as possible and may reclaim the item within two weeks. After two weeks, the library has the right to dispose of the work in the best interest of the library.

Items that are accepted by the Board are considered unconditional and outright gifts. These are to be displayed, accessed, housed, loaned, retained, reproduced, sold, donated to a public organization, or disposed in the best interest of the Library. Donors will be asked to read and sign a copy of the library's "Deed of Gift." Gifts to the Library may be deductible from taxable income in accordance with the provisions of the federal income tax rules, and in compliance with this law the appraisal is the responsibility of the donor.

Art created by library employees and their families will not be accepted for display or for the permanent collection. However, the Board reserves the right to commission or request works of art by any artist.

Works of art on display in the library are not for sale.

The Board of Library Trustees will be responsible for any decisions regarding the removal of a work of art upon recommendation from the Art Committee. Any art withdrawn from the collection may be donated to an appropriate public organization or sold at public auction, or otherwise disposed of in the best interest of the Library. The proceeds from the sale of a work of art will go the Cedar Falls Public Library's Investment Funds account and will be reserved to be used for future collection-related purposes such as to repair and / or conserve works in the collection, or acquire additional works for the collection, at the discretion of the Board of Library Trustees.

Reviewed/Revised: 01/07/2009, 02/06/2019

**Cedar Falls Public Library  
ART COLLECTION POLICY**

DEED OF GIFT  
(Single Donor)

The undersigned, \_\_\_\_\_ (hereinafter the "Donor"), of \_\_\_\_\_ (address of Donor), does hereby irrevocably and unconditionally give, transfer and assign to the Board of Trustees of the Cedar Falls Public Library, Cedar Falls, Iowa, all the Donor's right, title and interest in and to the following described property (hereinafter the "Property"), which is described as follows:

This deed of gift does not include any transfer or assignment of the copyright, or any other intellectual property rights of Donor, in the above-described property.

The undersigned Donor acknowledges that this gift is an irrevocable and unconditional gift, and accepts the foregoing conditions, and acknowledges having read the Cedar Falls Public Library Art Collection Policy. The undersigned Donor also understands that the gift may or may not be on display at any given time, in the discretion of the Library.

Due to IRS rules, the undersigned Donor acknowledges full responsibility to obtain any appraisal to determine the value of the Property, and that such appraisal is at the sole cost of the Donor.

This gift is given in memory of \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Donor

STATE OF \_\_\_\_\_ )  
                                      ) ss.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, the Donor.

My Commission Expires:

\_\_\_\_\_  
Notary Public in and for said State

**Cedar Falls Public Library  
ART COLLECTION POLICY**

ACCEPTANCE OF DEED OF GIFT

The above and foregoing Deed of Gift is hereby accepted by and on behalf of the Board of Trustees of the Cedar Falls Public Library.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BOARD OF TRUSTEES OF THE  
CEDAR FALLS PUBLIC LIBRARY

By \_\_\_\_\_  
\_\_\_\_\_(name)  
\_\_\_\_\_(title)

**Cedar Falls Public Library  
ART COLLECTION POLICY**

DEED OF GIFT  
(Two Donors)

The undersigned, \_\_\_\_\_ and \_\_\_\_\_  
(hereinafter the "Donors"), of \_\_\_\_\_ (address of  
Donors), do hereby irrevocably and unconditionally give, transfer and assign to the Board of  
Trustees of the Cedar Falls Public Library, Cedar Falls, Iowa, all the Donors' right, title and  
interest in and to the following described property (hereinafter the "Property"), which is  
described as follows:

The deed of gift does not include any transfer or assignment of the copyright, or any  
other intellectual property rights of Donor, in the above-described property.

The undersigned Donors acknowledge that this gift is an irrevocable and unconditional  
gift, and accept the foregoing conditions, and acknowledge having read the Cedar Falls Public  
Library Art Collection Policy. The undersigned donors also understand that the gift may or may  
not be on display at any given time, in the discretion of the library.

Due to IRS rules, the undersigned Donors acknowledge full responsibility to obtain any  
appraisal to determine the value of the Property, and that such appraisal is at the sole cost of  
the Donors.

This gift is given in memory of \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Donor

STATE OF \_\_\_\_\_ )  
  ) ss.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_\_, by  
\_\_\_\_\_ and \_\_\_\_\_, the Donors.

My Commission Expires:

\_\_\_\_\_  
Notary Public in and for said State

\_\_\_\_\_

**Cedar Falls Public Library  
ART COLLECTION POLICY**

ACCEPTANCE OF DEED OF GIFT

The above and foregoing Deed of Gift is hereby accepted by and on behalf of the Board of Trustees of the Cedar Falls Public Library.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BOARD OF TRUSTEES OF THE  
CEDAR FALLS PUBLIC LIBRARY

By \_\_\_\_\_  
\_\_\_\_\_(name)  
\_\_\_\_\_(title)