San Mateo
Public Library

SAN MATEO PUBLIC LIBRARY
ARTWORK DONATION POLICY & GUIDELINES

[Revised by the Library Board of Trustees, 2-28-11, renewed 9-23-19]

The San Mateo Public Library appreciates the desire of individuals and organizations to donate works of art for display in the new Main Library or in either the Marina or Hillsdale branch libraries. It is the intent of the Library Board of Trustees to accept only artwork that will be part of a permanent art collection at the Library to be on display.

The following procedure clarifies the process of donating, consideration by the Art Policy Committee, and formal acceptance of the work by the Library Board of Trustees.

1. Persons who wish to donate artwork to the Library are asked to consult with the City Librarian who will outline the process.

2. The prospective donor(s) shall submit a completed Artwork Donation Proposal form which will be forwarded to the Art Policy Committee.

3. The Art Policy Committee shall review the proposal and later schedule an opportunity for the prospective donor to make a presentation of the proposal in person before the Committee. The Art Policy Committee may choose to physically view the piece of art during their evaluation process.

4. The Art Policy Committee evaluates the proposed donation using the Criteria for Acceptance of Donated Works of Art listed below and makes a recommendation to the Library Board of Trustees to accept or not accept the artwork.

5. The Library Board of Trustees will consider the Art Policy Committee's recommendation and formally act when a decision has been made. If accepted, the date of acceptance constitutes the date of the accession of the artwork into the Library's collection.

6. A formal agreement is signed by the donor transferring ownership of the artwork to the San Mateo Public Library. The agreement shall specify that the Library cannot accept a donation having conditions and that all donated artwork will become the property of the Library without any obligation to the donor.

SAN MATEO PUBLIC LIBRARY
ARTWORK DONATION PROPOSAL & AGREEMENT FORM

1. Name of Donor(s) or Organization:_____
   Address:_____
   Phone:_____ Email:_____

2. Artwork

   a. Medium

   b. Artist

   c. Dimensions

   d. Date of Creation (if unknown, approximate date)

   e. Description (include a picture)

   f. Brief History of Ownership

   g. Appraisal Value (or receipt of purchase)
      Appraiser Date

      Address

2. Please state the reason(s) you wish to donate this artwork to the San Mateo Public Library, including why you believe the public would enjoy it.

My signature verifies that the above information is true and that I am willing to transfer ownership of the artwork to the San Mateo Public Library. I understand that the donation is free of any contingencies and that the artwork will become the property of the Library without any obligation to me as the donor. I will not hold the San Mateo Public Library and its employees, the Library Board of Trustees, nor the City of San Mateo liable for any decisions associated with the stewardship of this artwork.

_____
Signature of Donor & Date

_____
Signature of Library Representative & Date

PRESENTATION TO ART POLICY COMMITTEE

Presentation of Materials Should Include:

1. Any additional information besides that required on the Artwork Donation Proposal which would be helpful to the Art Policy Committee.

2. Whenever possible, the actual work of art should be presented or available for inspection by the Art Policy Committee, if appropriate. If this is not possible, a color picture of a two-dimensional work, or a model or pictures from various angles of a three-dimensional work, should be presented.

3. If relevant, technical information relating to the installation of the proposed artwork, including installation materials and methods, framing, mechanical or anchoring systems, lighting, etc. should be provided.

4. Information regarding responsibility for transport and protection of artwork should be provided.

5. Proof should be provided that the artwork is the exclusive property of the donor, and is not subject to ownership claims by anyone else.

Criteria for Acceptance of Donated Works of Art:

1. Inherent artistic quality: Originality of concept and style, craftsmanship of the proposed artwork or of the artist's prior artwork, artist's use of materials and fabrication processes.

2. Context: Works of art should be compatible in scale, material, form, and content with their surroundings and should not require unusual or extraordinary installation techniques.

3. Permanence: Due consideration must be given to the proposed artwork's structural and surface soundness, and its inherent resistance to theft, vandalism, weathering, and excessive cleaning, maintenance or repair costs.

4. Public Safety: Proposed works of art should be evaluated to ensure that they do not present a hazard to public safety.

Duplication: To assure that the artwork will not be duplicated and is an original, the artist or owner will be asked to warrant that the work is unique and an edition of one unless stated to the contrary in a written agreement.