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POLICIES AND PROCEDURES FOR ACQUISITION & ADMINISTRATION OF THE PERMANENT ART COLLECTION

Policies

In recognition of the Library's function of encouraging and facilitating the free and open exchange of ideas and expressions of thought and creativity, the Board of Trustees of the Cold Spring Harbor Library and Environmental Center (hereafter known as the Library) establishes the following policies and procedures for the acquisition and display of the Library's Permanent Art Collection.

The purpose of establishing the Permanent Art Collection is to support and promote the Library's mission as an educational and informational center for the community it serves. In determining which works of art shall be acquired, the Library shall be mindful that the patrons of the Library are of different ages, backgrounds, and tastes. Moreover, since the public display of art is not the principal purpose of the Library, discretion shall be exercised to insure that the permanent collection reflects not only diversity of expression but also the diversity of the community that the Library serves.

The Permanent Art Collection may include paintings, sculptures, crafts, or photographs. The Library's Board of Trustees will have final approval over all acquisitions.

Any work selected for the permanent collection of the Library shall be of professional gallery quality. All works of art in the permanent collection shall be considered to be the sole property of the Library.

Procedures

1. If accepted for inclusion in the Permanent Art Collection by the Library's Board of Trustees, the donor will be asked to complete a Permanent Collection Donor Form. All art works (especially paintings, prints, posters, etc.) must be properly prepared for exhibition by the artists, and the Library reserves the right to request the artist to change the framing or presentation of a particular piece of art in order for it to better fit in with the rest of the collection. Supplies needed for wall or showcase exhibits (stands, identifying cards, or other props) must be provided by the artist according to the specifications determined by the Library.

4. The Library shall have the right to loan works in the permanent collection to other institutions from time to time if deemed advantageous to the enhancement of public appreciation of the arts

or in some other way educationally worthwhile. Appropriate insurance and all due care in packaging and handling shall be the responsibility of the borrower.

5. Publicity and press releases will be prepared by the Library upon the acquisition of a work of art, and Library Director will arrange for publication and distribution.

6. Should the Board of Trustees deem it necessary to sell a work from the permanent collection, the proceeds from such sale shall be placed in a separate fund to be used for additional acquisitions or the maintenance and preservation of the permanent collection.