

Art Donation FAQ/Policy

How do I donate artwork to Springfield Public Library?

If you have artwork that you would like to donate to the Library, please contact the Library Director. All donations go through the following steps:

- Contact the Library and tell us about the artwork you would like to donate. Dimensions, description and/or photographs, medium, and method of display or housing are all important details.
- All donations are reviewed by Library Management and appropriate staff.
- All artwork accepted for donation will be listed on a Deed of Gift form which requires the donor's signature. Once this form is complete the Library has sole ownership of the artwork.
- All artwork accepted for loan will be listed on a Loan Agreement form which requires the donor's signature.

If you choose to bring the proposed artwork to the library before approval, a temporary receipt must be filled out with the donor's contact information so the Library may contact the donor regarding the status of the artwork.

In what types of artwork is Springfield Public Library interested?

The Library seeks primarily artwork which celebrates knowledge and reading, the City of Springfield and surrounding areas, and local artists.

How are potential donations reviewed?

Proposed donations are reviewed by Library Management and appropriate staff. We take into account the quality and condition of the work, the size of the work and space available, the effort and skill required to maintain the work, and the overall impact of the work on the Library's space. We also consider our ability to store the work as pieces are rotated on and off display.

Does the Springfield Public Library accept artwork on loan?

In rare cases, the Library may agree to display artwork on a temporary basis. The library is not liable for any damage caused to the artwork while on loan, and the work must be retrieved within three weeks of coming off display, at which point the Library assumes sole ownership of the work.(1)

Will my artwork be returned to me at my request?

Once a donation form is signed, the artwork becomes the legal property of the Library and will not be returned. If a work is on loan to the Library, the donor will have three weeks to retrieve the artwork after it comes off display, at which point the Library assumes sole ownership of the work.(1)

Will my artwork be displayed in Springfield Public Library?

When we accept artwork on donation or loan, it is our intention to display it in the Library, either on a rotating basis or permanently. However, we reserve the right to store the work until an appropriate space is established or to not display a work.

Is artwork ever removed from Springfield Public Library's display or storage?

Like all items in our collection, artwork donated to Springfield Public Library may be placed in storage or removed from the collection at any time.(1)

In addition to artwork donated or loaned moving forward, all artwork at the Springfield Public Library as of October 1, 2020 is subject to this policy.

If you have further questions, please contact us at library@springfield-or.gov or 541-726-3766. Thank you to everyone who helps make Springfield Public Library an engaging and beautiful space!

(1) The Library may choose to use, display, store, sell, discard, or destroy any work over which it has sole ownership.