

## **Art Donation FAQ**

Thank you for considering a donation to Springfield Public Library. We enjoy hosting local artists' work and love seeing patrons interact with the pieces. If you have further questions, please contact us at [library@springfield-or.gov](mailto:library@springfield-or.gov) or 541-726-3766.

### **How do I donate artwork to Springfield Public Library?**

If you own 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, preferably by phone or e-mail, and tell us about the artwork you would like to donate. A description including title, artist, date of artwork, medium, and dimensions are all important details. A photograph or two is also helpful as is information about condition, care and handling.
- Please also provide your name and the best way to contact you.
- All potential donations are reviewed by Library Management and appropriate staff. If the artwork fits with our interest, need, and available space, we will request a meeting to see the artwork in person and discuss the gift further with you.
- All artwork accepted for donation will be listed on a Deed of Gift form. This form is a legal document that requires signatures from both the donor(s) and the Library. Once this form is complete the Library has sole ownership of the artwork.

### **In what types of artwork is Springfield Public Library interested?**

The Library seeks artwork that celebrates knowledge and reading, books, authors, the written and spoken word, and the City of Springfield and surrounding areas. Artwork on such themes by local artists is especially welcome.

### **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.

### **Will my artwork be returned to me at my request?**

Once a Deed of Gift 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. As sole owner of the artwork, the Library makes all further decisions regarding the piece and its disposition.

### **Will my artwork be displayed in Springfield Public Library?**

When we accept a donation of art, it is our intention to display the gift 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 collection?**

Once art is gifted to the Library, it is part of the library collection for a minimum of two years. Typically, we keep such gifts much longer, but occasionally need to make hard choices based on appropriate space for storage and display, changing collecting interests, and/or condition of the work.

In addition to artwork donated or loaned moving forward, all artwork at the Springfield Public Library as of April 1, 2021 is subject to this policy.

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



### **Springfield Public Library**

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541-726-3766

[Wheremindsgrow.org](http://Wheremindsgrow.org)

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