

Patchogue-Medford Library

Deed of Gift Policy

Purpose

The Patchogue-Medford Library is committed to presenting high-quality artwork that enriches the experience of our patrons and visitors. This policy establishes a clear, equitable process for reviewing, accepting, recognizing, and, when necessary, removing donated works of art. It is intended to protect the interests of both donors and the Library, and to ensure that all gifts align with the Library's mission and community values.

Scope

This policy applies to all proposed gifts of artwork to the Patchogue-Medford Library, including but not limited to: Paintings and drawings; sculptures and three-dimensional works; photographs and digital prints; works on paper (prints, watercolors, pastels); ceramics and textiles, assemblages and mixed media; murals and site-specific installations.

Review and Approval Process

Artwork donation proposals are reviewed by the Library Director, who may consult an Art Advisory Committee for guidance. All final acceptance decisions require approval by the Board of Trustees. Donors wishing to propose a gift of artwork should contact the Library Director with the following information:

- A description or photograph of the work
- Dimensions and medium
- Artist name, title, and date of creation (if known)
- Any known provenance documentation
- Any proposed conditions or restrictions on the gift

The Library will make reasonable efforts to notify donors of the disposition of their proposal within 60 days of submission.

Criteria for Acceptance

The Library will evaluate proposed donations according to the following criteria:

- Creates a positive, welcoming environment appropriate for all ages.
- Reflects local or regional artistic talent and cultural identity.
- Demonstrates strong craftsmanship, merit, and durability for a public setting.
- Size, medium, and condition are appropriate for available Library spaces.
- Maintenance and upkeep costs are manageable within Library resources.

- Donor holds clear title and can transfer copyright or document any limitations.
- Origin and ownership history is available or reasonably obtainable.
- Any donor-imposed restrictions on display or disposition are clearly stated and acceptable to the Library

Transfer of Ownership

No gift will be formally accepted until the donor or their authorized representative has completed and signed the Deed of Gift form (Appendix A). Upon execution of this form the Patchogue-Medford Library becomes the sole owner of the donated artwork and assumes full discretion over the artwork's location, display, maintenance, and future disposition. No conditions or restrictions imposed after the signing of the Deed of Gift will be recognized unless agreed to in writing by the Library Director and approved by the Board of Trustees.

Donor Recognition

The Library values and acknowledges the generosity of those who donate artwork. Recognition will be determined in consultation with the donor and may include:

- A wall label identifying the artist, title, date, and donor
- A commemorative plaque or signage (for significant gifts)
- A formal acknowledgement letter from the Library Director or Board of Trustees
- Recognition in Library communications and publications, where appropriate

Appraisal and Tax Considerations

It is the sole responsibility of the donor to obtain a qualified independent appraisal of the artwork prior to donation. The Library will not assign, confirm, or represent any monetary value for donated artwork. Donors seeking tax deductions are encouraged to consult a qualified tax advisor.

Deaccessioning

Deaccessioning is the formal process by which the Library removes an artwork from its collection. This may occur through transfer, donation, exchange, repatriation, or sale. All deaccession decisions require approval by the Board of Trustees. An artwork may be considered for deaccession by the Library Director and Board of Trustees under but not limited to, the following conditions:

- The artwork no longer aligns with the library's mission or community expectations
- The artwork has been damaged to an extent that its repair is impractical or unfeasible, or the cost of the repair or renovation is excessive in relation to the appraised value of the artwork.
- The artwork is no longer appropriate for the site due to changes in the library's use, character, or design.
- The artwork requires excessive maintenance or has faults in design or craftsmanship.

While the Library makes a good faith effort to only accept donations it feels will be part of the Library for years to come, due to unforeseen circumstances, the Library can make no promises regarding the future of items gifted to the Library. All final decisions regarding the deaccession of artwork are subject to the approval of the Board of Trustees.

Limitation of Liability

While the Library accepts donations in good faith and with the intent that accepted works will remain part of its collection for the long term, it cannot guarantee the permanent display, retention, or preservation of any donated artwork. Unforeseen circumstances, including but not limited to damage, changes in the Library's physical space, or shifts in community needs, may necessitate changes to how donated works are displayed or retained.

Approved by the Board of Trustees June 16, 2026

Appendix A:

PATCHOGUE MEDFORD LIBRARY

DEED OF GIFT

The Patchogue Medford Library gratefully acknowledges the gift and conveyance from

Name: _____

Address: _____

Phone: _____

of the following items/materials:

I, the donor, hereby make a gift and assign these materials to the Patchogue Medford Library. I relinquish any literary rights, copyright and other intellectual property rights to these documents. Title to these gifts is transferred to the Patchogue Medford Library upon the signing of this Deed of Gift.

It is my wish that these items/materials donated to the Patchogue Medford Library shall be made available for exhibit and/or researchers and users in accordance with the policies and procedures of the Patchogue Medford Library. In addition, I agree that the items/materials listed above may be reproduced, exhibited and/or published.

DONOR:

Signature _____

Date _____

Name _____

PATCHOGUE MEDFORD LIBRARY:

Signature _____

Date _____

Name _____