The mission of the Live Oak Public Libraries is to build the best possible collections and deliver the best possible library and information services to the adults and children of its three-county service area, and to encourage the joy of reading and learning through a combination of excellent services, current collections, trained personnel, and user-friendly technology at conveniently located, modern facilities which provide a welcoming place for people and ideas.

Strategic Plan. February 17, 1998

PURCHASE OF ART AND DECORATIVE OBJECTS BY THE LIBRARY

The library may from time to time purchase works of art or decorative objects for the purpose of making a facility “a welcoming place for people and ideas.”

During design or construction of a new building, library staff will consult with the architect and the professional interior designer working on the building to select works which are appropriate to the facility.

After a facility has opened, selections will be reviewed by a committee consisting of one library board member, two library staff members, two individuals with recognized expertise in the local arts community, and one representative of the architectural firm which designed the building in which the piece is proposed to be displayed, should that firm choose to participate. The committee will be convened as needed and will be selected by library staff on an ad hoc basis.

GIFTS OF ART AND DECORATIVE OBJECTS TO THE LIBRARY

The library may accept gifts of art when the following conditions are met:

If a gift is proposed during design or construction of a new building, library staff will consult with the architect and the professional interior designer working on the building to determine whether the gift is appropriate to the facility and whether the library will accept the gift.

If a gift is proposed after a facility has opened, the proposal will be reviewed by a committee consisting of one library board member, two library staff members, two individuals with recognized expertise in the local arts community, and one representative of the architectural firm which designed the building in which the piece is proposed to be displayed, should that firm choose to participate. The committee will be convened as needed and will be selected by library staff on an ad hoc basis. Its ruling on the library’s acceptance of any piece shall be final.

Gifts must be unconditional, transferring ownership and all the rights of ownership to the library. Gifts
are accepted only with the understanding that the library has the right to determine retention, location, and other considerations relating to the use or disposition of the gifts. The library may display the gift or not. The library may sell the item for value and use the proceeds for any purpose appropriate to the library’s mission. The library may transfer ownership to the Live Oak Public Libraries Foundation or to any other agency it deems appropriate.

If a particular gift is expected to require maintenance or periodic refurbishment or restoration, the donor may be asked to provide an endowment sufficient to maintain the piece. If the library ever transfers ownership of the piece itself to another party, the endowment shall remain with the library and shall be used in a manner appropriate to the library’s mission.

The library shall be held harmless in the event of any damage to or loss of the piece.

Donors are responsible for having their gifts appraised for income tax purposes. The cost of such appraisal must be borne by the donor. Acceptance of a gift which has been appraised by a disinterested third party does not imply endorsement of the appraisal by the library. The library shall in no way undertake to place a value on a gift either before or at the time of the donation.

The library shall acknowledge all gifts to the donor and will send other acknowledgments to third parties as the donor deems appropriate.

The donor shall enter into a written agreement with the library which transfers ownership of the gift to the library and recognizes the conditions set forth in this policy.

The library shall maintain a file on each gift to include all correspondence and agreements relating to the gift as well as its current disposition.

**DISPLAY OF OBJECTS NOT OWNED BY THE LIBRARY**

The library may, from time to time, and at the discretion of library staff, display works of art and other decorative objects which are not owned by the library. Such displays will be temporary, and the library will not act as custodian of property belonging to others. The following conditions shall apply to such displays:

The library will not act in any way as an agent for sale of objects, and objects may not be displayed with price tags or any indication that they are available for sale.

The group or individual wishing to have the object displayed may be required to mount the display without assistance from library staff.

Neither the mounting of the display nor the display itself may disrupt the library’s regular program of services or cause damage to library property or building finishes.

The owner(s) must agree that the library has no responsibility for care of the objects and the library will be held harmless in the event of damage or loss. A written agreement to this effect shall be signed by the owner(s).

Such displays may remain mounted for a specified, limited period of time and must be removed at the end of that period. Library staff have discretion to call for removal at any time.