

## **10.0 Library Special Acquisitions Policy**

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## 10.1 Purposes

The goals of the South Holland Public Library are:

To provide South Holland Public Library patrons with opportunities for information, learning and recreation through research, exhibits and other educational opportunities;

To provide for the acquisition, preservation, use and display of special items, such as art, musical instruments, artifacts and realia in support of the Mission of the Library.

## 10.2 Acquisitions

Authority to accept gifts of special materials, such as musical instruments, art, artifacts and realia rests with the President of the Board of Trustees for the Library and the Library Director, in consultation with the Board of the South Holland Public Library and within the confines of the Library Special Acquisitions Policy.

No one may obligate the South Holland Public Library to accept any material or object not consonant with the intent or spirit of the Library Special Acquisitions Policy.

The South Holland Public Library will provide for preservation, storage, use and display in keeping with professionally accepted standards.

The South Holland Public Library will consider all moral, legal, and ethical implications of potential acquisitions and document such acquisitions as to provenance.

The South Holland Public Library will follow accepted practice regarding deaccession of materials.

The South Holland Public Library will subscribe to the provisions of the UNESCO Convention prohibiting and preventing the illicit import, export, and transfer of ownership of cultural property (Nov. 14, 1970).

Neither the South Holland Public Library staff nor members of the South Holland Public Library Board of Trustees shall offer appraisals of monetary value of objects to donors, or reveal the South Holland Public Library's insurance value for the purpose of establishing a fair market value of gifts offered to the South Holland Public Library. Donors seeking to take an income tax gift deduction must obtain an independent appraisal from an authorized appraiser.

All objects or materials deposited with the South Holland Public Library for possible acquisition shall have identification and be covered by insurance by the owner. The owner shall complete and sign a copy of the form used for such purposes. Such objects are not to be deposited on the South Holland Public Library premises for longer than thirty (30) days. The South Holland Public Library accepts no responsibility for notification of individuals for the return of such deposits. Items not claimed within two (2) years of deposit will be disposed of by the South Holland Public Library Commission or the Library Director.

### 10.3 Scope of Collection

#### ***Current Priorities and Limitations of Collection***

*The South Holland Public Library contains the following collection strengths:*

Three handmade quilts used as wall hangings.

#### ***Desired Collecting areas***

*The South Holland Public Library will collect:*

Sculptures for display inside and outside the Library;

Equipment for accessing electronic and other media in the Library;

Musical instruments, primarily for use in the meeting room of the Library;

Other art for display in the Library.

*The South Holland Public Library will not collect:*

Items that cannot be preserved or are in poor condition;

Items for which there is not display space.

## 10.4 Deaccessioning

Gift items may be deaccessioned on advice of the Library Director with the approval of the South Holland Public Library Board of Trustees. The South Holland Public Library does not sanction the sale or gift of deaccessioned objects to its employees, officers, Library or Village trustees or staff, or their representatives.

Proceeds from the sale of deaccessioned materials will be used for acquisitions to the South Holland Public Library.

If the material to be deaccessioned was purchased by the South Holland Public Library, it may be disposed of in whatever manner the Village Manager, in consultation with the Library Director and Library Commission, deems appropriate. It may be sold by bid, traded, offered at public auction, given outright, or discarded.

If material to be deaccessioned was donated to the South Holland Public Library, it will be disposed of only in a manner that will protect the interests, objectives, and legal status of the South Holland Public Library. This may include returning it to original donor, sale, trade, offering at public auction, or discard

## **10.5 Appendices**

10.5.1 Temporary Accession Form

10.5.2 South Holland Public Library Deed of Gift



### 10.5.2 South Holland Public Library Deed of Gift

1. Subject to the terms and conditions hereinafter set forth, I, \_\_\_\_\_ (hereinafter referred to as the Donor), hereby give, donate, and convey to the South Holland Public Library (hereinafter referred to as the Donee), my \_\_\_\_\_

(hereinafter referred to as the Items) which may be further described below, attached hereto.

2. Title to the Items shall pass to the Donee upon their delivery to the Donee.
3. Following delivery, the Items shall be maintained by the Donee.
4. It is the Donor's wish that the Items be made available for public use or exhibit as soon as possible, consistent with the Policy and Procedures of the Donee.
5. The Donor hereby gives and assigns to the Donee all rights of copyright which the Donor has in the Items.
6. In the event that the Donor may from time to time hereafter give, donate, and convey to the Donee, additional Items, title to such additional Items shall pass to the Donee upon their delivery, and all of the provisions of this instrument of gift shall be applicable to such additional Items. A description of the additional Items so donated and delivered shall be prepared and attached hereto.
7. Subject to the restrictions imposed in the Special Acquisitions Policy, the Donee may dispose of any of the Items which the Donee determines are to be de-accessioned.
8. Special restrictions imposed by Donor and accepted by Donee:

Signed: \_\_\_\_\_  
Donor

Date: \_\_\_\_\_

The foregoing gift of the Donor is accepted on behalf of the South Holland Public Library, subject to the terms and conditions heretofore set forth.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Library Director

List of Items to be donated:

Attached to and forming part of the instrument of gift of papers and other historical materials, executed by \_\_\_\_\_ (Donor) on \_\_\_\_\_ (date) and accepted by the South Holland Public Library on \_\_\_\_\_ (date).