



## Art Donation Policy

*Revised by the Lawrence Public Library Board of Trustees on August 20, 2018. (Replaces Art Collection Policy.)  
Approved by the Library Board of Trustees on January 16, 2023. Next review date: January 2026.*

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### Introduction

Lawrence Public Library will consider accepting donated gifts of works of art. Such gifts are accepted by the library when they embody the library's mission and broaden the resources of the library for the citizens of Lawrence.

The library's Art Donation Committee ("Committee") considers all proposed gifts and will have sole and absolute authority for accepting or declining any proposed gift and for disposing of any such gift after its acceptance. The Committee shall consist of three members appointed by the Library Director. At least one person on the Committee shall be a community member not employed by the Library. This Committee may, at its sole discretion, seek professional advice regarding the worth, origin, artistic value, and appropriateness of considered proffered items. Acceptance, approval, and disposal of such gifts are subject to approval by the majority vote of this Committee.

### Application Process

To be considered, art donors must complete the library's [Art Donation Application](#). Should the Committee select the donor's artwork, the donor will enter into an agreement with the library using the parameters and requirements of Lawrence Public Library's [Art Donation Agreement](#).

Works of art such as exterior murals, require City of Lawrence ("City") approval. These artworks must comply with the City's [Donated Art Guidelines](#) and [Mural Review Criteria](#). The library's Art Donation Committee has full authority to refer projects to the City for review.

### Art Donation Requirements

In addition to the requirements outlined in the Art Donation Agreement, proposed gifts must

meet the following standards:

1. **Nature of Proposed Gift.** Gifts to be considered for acceptance include two dimensional and three dimensional works of art, artifacts, and collectibles not intended for general loan to library borrowers. Gifts must be owned by the donor and free of liens or claims.
2. **Sound in concept and craft.** The proposed gift must be, in the judgment of the Committee, conceptually sound with respect to superior command of craft (art principles, design elements, and materials), intent, historic significance, and artistic merit. The Committee may solicit expert opinion to aid in evaluation of the proposed gift.
3. **Safety.** The proposed gift must not, in the sole and absolute judgment of the Committee, pose an unreasonable hazard or risk to the health or safety of persons or property.
4. **General Appropriateness.** The proposed gift must be, in the opinion of the Committee, appropriate to its proposed setting.
5. **Maintenance.** The proposed gift must be easily maintained and conserved.
6. **Appraisal.** A written appraisal prepared and signed by an independent, certified appraiser must accompany all gifts. All appraisals of value, including the cost thereof, are the sole responsibility of the donor.

The Committee may apply additional criteria as may be deemed appropriate in individual cases in deciding whether to accept or decline a proposed gift.

In the event that the Committee recommends that donated art be sold or disposed of, such sales and/or dispositions shall be reviewed and approved, in advance, by the Lawrence Public Library Board of Trustees.