

Peabody Institute Library of Danvers Art Donation Policy

The Peabody Institute Library of Danvers welcomes donations of original artwork that support our mission to create an inspiring, educational, and aesthetic environment for the community. This policy ensures that all accepted works align with the library's space constraints, maintenance capabilities, and safety standards. This policy does not include donations of art made to the Danvers Archival Center.

Criteria for Acceptance

The Director will evaluate potential donations based on the following:

- **Relevance:** The piece should have local and/or historical significance, or artistic merit.
- **Condition:** The work must be in good physical condition, free of pests, mold, or structural damage.
- **Space & Safety:** The library must have a suitable, safe location to currently display the work without obstructing walkways or sightlines.

Terms of Donation

- **Transfer of Ownership:** Upon acceptance, the artwork becomes the exclusive property of the Peabody Institute Library of Danvers.
- **Placement & Display:** The library retains full control over where, when, and for how long the artwork is displayed. The Library cannot guarantee permanent display.
- **Deaccessioning:** The library reserves the right to sell, donate, or discard the artwork if it no longer fits the collection or becomes a burden to maintain.

In accordance with IRS regulations, the library cannot provide appraisals or assign a monetary value to donated items.

It is the donor's responsibility to secure an independent professional appraisal for tax deduction purposes before the physical transfer of the gift.

Potential donors should not bring physical artwork to the library without prior approval. To propose a donation, the donor should submit:

1. **High-resolution photographs** of the piece (front and back).
2. **Provenance information** (artist name, date, medium, and history of ownership).
3. **Dimensions** (including frame or pedestal).
4. **Estimated Value**

The library generally **does not** accept:

- Works that include stipulations about its display or use
- Commemorative plaques or portraits unless they have significant broad community interest.
- Art that requires specialized environmental controls (extreme humidity or temperature sensitivity)

Approved by the Board of Library Trustees on April 8, 2026

Deed of Gift: Artwork Donation Agreement

Donor Information

Name: _____

Address: _____

Phone/Email: _____

Description of Gift Please provide a detailed description of the artwork (Artist, Title, Date, Medium, Dimensions, and any known history/provenance).

Example: "Sunset over Danvers," 2024, Oil on Canvas, 24" x 36", signed by the artist on the lower right.

Terms and Conditions

- Ownership:** I, the undersigned Donor, hereby give, transfer, and assign to the Peabody Institute Library of Danvers by way of unconditional gift, all my right, title, and interest in and to the artwork described above.
- Display and Use:** I understand that the Library is not obligated to display the artwork permanently or in a specific location. The Library may rotate, store, or loan the work at its discretion.
- Deaccessioning:** I acknowledge that the Library may, at a future date, choose to remove the work from its collection (through sale, donation, or disposal) in accordance with its established policies.
- Appraisal:** I understand that the Library does not provide appraisals. Any valuation for tax purposes is my sole responsibility as the donor.

Signatures

Donor Signature: _____ Date: _____

Accepted for Peabody Institute Library of Danvers by:

Name/Title: _____ Date: _____