

## **POLICY MANUAL**

### **Fallon County Library Baker MT**

#### **Memorial/Gift/On-Loan Policy**

It is the policy of the Fallon County Library Board that no art object(s) or any other donation or gift shall be accepted by the Director, the Board or by anyone acting on behalf of the Board on an "on-loan" basis.

Misunderstandings with regard to such "on-loan" property, potential liability for loss, destruction or theft of said property, as well as the potential for poor public relations which could arise out of a loan or bailment of said property, move this Board to adopt this policy. Therefore, no art object(s) or any other donation or gift shall be accepted "on-loan" by the Board. Donations and gifts to the Library, whether art object(s) or other items, must be absolute conveyances or the Board will not accept them. (Donor-Donee Agreement attached.)

The only exception to this is if an artist desires to temporarily display his/her works that are deemed appropriate for all ages that are deemed appropriate for all age at the Library. However, said object(s) shall be considered to be in the possession of the artist at all times and shall not be left overnight or unattended in the Library unless the artist has signed a waiver stating that he/she remains in legal possession of said object(s) and is at all times responsible for them or their damage or loss and that the Fallon County Library and all employees of the Library and county, having a supervisory capacity over said object(s), are harmless from liability for the loss, theft or vandalism of the same. (Waiver of Claims for Damages or Loss of Art Object(s) attached.)

Books given to the Library as memorials become the absolute property of the Library. At no time will the Library accept a book whereby the title is reserved by the donor.

**Reviewed/Approved: 04/12/2016**

