

**Weymouth Public Libraries**  
**Accession and Deaccession Policy**

The Weymouth Public Libraries recognizes that the donation of art, artifacts or papers can enrich its collections in documenting the human and natural history and cultural heritage of the town of Weymouth. This policy addresses what types of items will be considered for accession by the Library and when items may be deaccessed from its collection.

The Library's collections seek to encompass as many aspects of Weymouth's history and culture as space and interest dictate. The Library welcomes gifts fitting within its collection development policy and plan. In making acquisition decisions, the Library takes into account the development policies and collections of other area institutions.

Donations are accepted by the Library with the understanding that these are offered free of any restrictions. The Library may display, loan, retain, sell, or otherwise dispose of the gift in any manner deemed by the Board of Library Trustees or the Director of Library Services to be in the best interests of the Library. The Library reserves the right to refuse any gift that it deems to be not in the best interest of the Library to accept.

The following conditions, among others, will be considered in the decision to accept works of art and artifacts:

**For Art:**

- Relation of the subject or the artist to the Library, Weymouth, or its environs
- Size, condition and media of the work
- Reputation of the artist
- Inclusion of copyright permission for the artwork
- Provenance or other documentation of the work

**For Artifacts:**

- Relation of the artifact to the Library, Weymouth, or its environs
- Size and conditions of the artifact and the material composition of the artifact
- Provenance or other documentation of the artifact

The donor or his/her lawful agent must complete a Deed of Gift form before a gift can be accepted.

The Weymouth Public Libraries does not provide an appraisal or estimate of value on any tangible property for tax purposes. The Trustees or the Director of Library Services will provide a letter acknowledging the gift and, upon request, describing the object donated for the donor's records. Donors wishing to have an appraisal of their gift for income tax purposes should have that done prior to donation.

In general, gifts of art objects or artifacts shall be of local interest to the community, of a professional quality, well-executed, and in good condition. As with all other gifts, art objects will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interests of the institution.

Because of the Library's limited display and storage areas and focus on its primary mission as a library and not a museum, potential donors of art and decorative objects should contact the Director of Library Services and make arrangements to bring the work and/or detailed photographs, dimensions and weight (if applicable) of the proposed donation. The Director will bring the item to a meeting of the Board of Library Trustees for their review prior to acceptance by the Town of Weymouth. The gift shall be accompanied by a statement from the donor that he/she owns the work of art.

No gifts posing a danger or threat to patrons will be accepted (e.g. a metal sculpture with sharp, moving parts). No gifts that require extensive regular special care or conservation will be accepted. Donors should be aware that the Library does not maintain separate insurance on donated works, and that library staff are not trained in the conservation of art works or artifacts.

All gifts of "papers" will be subject to a review before acceptance into the Library's collection. The review will assess the material to determine the appropriateness of items as an educational reference to our past and the Library's ability to preserve and make available for future generations.

#### DEACCESSIONING OF MATERIALS

No accessioned material shall be removed from the collection except by strict conformity to guidelines. Deaccessioning shall be based on any of the following criteria:

- The material is free of any restrictions that prohibit its removal from the collection.
- The material is outside the scope of the Mission Statement of the Library and the objectives of the collection development policy, or it is not longer relevant to the purposes and activities of the Library.
- The provenance or authenticity of the material has been disproved.
- The material is redundant, or the Library acquires a better or more complete example of the material.
- The material has deteriorated to a degree that renders it no longer useful.
- The Library will dispose of any deaccessioned materials in a thoughtful manner.

The Library does not accept responsibility for notifying donors of the deaccessioning of materials.