

BR 9-7 FINE ARTS COLLECTION: STATEMENT OF PURPOSE, DESCRIPTION

The purpose of the Fine Arts Collection of Brooks Memorial Library is to collect, preserve, describe, exhibit, and make accessible to the public objects in the collection for research, enjoyment, and education. The Fine Arts (“FA”) Collection is an intrinsic part of Brooks Memorial Library and a valuable artistic and cultural resource for the community. As such, it shall be cared for in a responsible manner.

The FA Collection consists of more than 300 paintings, drawings, sculptures, decorative arts objects, documents, historical artifacts, rare books, and photographs, most dating from the nineteenth century. These objects have come unsolicited to the library over the last 100-plus years as gifts or bequests. Objects that best illustrate the primary focus of the collection are those that have cultural importance to Brattleboro, Windham County, and the State of Vermont. Of secondary but significant interest are objects of distinct artistic merit but without a local connection.

Limitations of space for display and storage and of funds for care and conservation suggest a cautious approach to acceptance of further acquisitions. From time to time, consideration will be given to parting with articles of lesser quality or minimal local significance, thus releasing space, time, and funds to benefit the collection as a whole. Subject to these qualifications, the library will maintain the collection according to generally accepted professional collections management policy and will ensure that, within the confines of a library setting, the collection is made available for the enjoyment and education of the community.

BR 9-8 (A) FINE ARTS COMMITTEE: COMPOSITION, RESPONSIBILITIES

A Fine Arts Committee, appointed by the trustees, shall oversee the accessioning, care, conservation, display, lending, and deaccessioning of the collection, and publicity and promotion of exhibits. The committee shall consist of a minimum of five members, at least two of whom should be library trustees, with one of the trustee members serving as chair. The committee may also include members of the general public. The library Director or a designee will be an ex officio member. At least one staff member should have basic familiarity with the FA Collection, its care, and its guiding policies. Such staff person need not be a member of the committee or manage the collection on a regular basis, but should be capable of doing so and available to meet with the committee when needed.

The committee may, from time to time, engage consultants to provide expertise in various aspects of collection management, such as conservation, legal issues, financial matters, research, and the writing of grant proposals.

Work required to research, document, maintain, exhibit, and oversee the collection may be done by committee members or by volunteers under the direction of the committee and/or staff or consultants. All non-trustee FA volunteers will record the time they spend and report the total to the library’s volunteer coordinator each month. Volunteer time will be taken to mean all time spent performing work for the benefit of the FA Collection.

BR 9-8 (B) FINE ARTS COMMITTEE: PUBLIC EXHIBITS; NONINSURANCE

The FA Committee may conduct a program of public exhibits whereby artists, both professional and nonprofessional, other community members, and groups are invited to display their artwork, collections, and other materials. Appropriate exhibition spaces throughout the library building will be made available free of charge. Those wishing to exhibit must complete an application form, available from the library (see Appendix A).

The Library does not insure articles exhibited by others and is not responsible for theft or damage. A waiver of insurance responsibility will be noted on documents relating to such articles, and exhibitors desiring insurance must make their own arrangements. Potential exhibits at the library for which the exhibitor requires insurance by the library will not be accepted except under unusual circumstances and only with approval from the Board of Trustees.

BR 9-9 FINE ARTS COLLECTION: ACQUISITIONS

Brooks Memorial Library is the owner and custodian of a significant fine arts collection. The limitations of staff with training in collections management, severe limitations of space for storage and display, and on funds for care and conservation dictate that additions to the collection be made only after careful deliberation. This policy applies generally, but because of limited display and storage space, it applies especially to three-dimensional objects and those large in scale.

Objects that will be given consideration include works of local historic or artistic significance, important works by artists with a Brattleboro connection, and other works of outstanding artistic merit, with an emphasis on objects at least 25 years old. No object shall be accepted that is of marginal interest, is in poor condition, duplicates other items in the collection, is without reliable documentation, or is encumbered by condition imposed by the donor.

Objects offered to the library shall initially be accepted only on a provisional basis, and a receipt (see Appendix B) so stating will be given to the potential donor. The item will then be evaluated within a reasonable length of time, such as a week to a month, to determine whether ownership is consistent with the Statement of Purpose and the Fine Arts Policy on Acquisitions. A decision will be made jointly by the FA Committee and the Director (or designee), assisted by an outside consultant when advisable. Depending on the evaluation results, either the object will be returned to the would-be donor with a tactfully expressed reason for refusal and, when appropriate, a suggestion of another organization that might accept the object; or a formal acceptance form (see Appendix C) shall be given.

BR 9-10 FINE ARTS COLLECTION: ACCESSIONING AND RECORDS RETENTION

Once an object has been accepted, it becomes the property of Brooks Memorial Library and shall be given an accession number. A paper accession file, a digital image, and a digital catalog record shall be created.

The accession file will consist of an accession form noting all relevant information, such as category, title, artist or creator, date, dimensions, a brief physical description including all

marks written on and applied to the object, and donor if applicable; together with relevant documentation of a curatorial nature, which may include photographs. Each item in the accession file shall bear the object's accession number. This number shall be placed on the object itself, using proper archival methods.

The object's digital record will consist of a full catalog record of all basic known information. Any change in the location of an object shall be promptly noted in the digital record. Both paper and electronic records of each object in the collection must be maintained with as much completeness and accuracy as possible. New information acquired through research or other means should be added as it becomes available. All records must be preserved in adequately legible form, be retained indefinitely, and be protected by appropriate means.

BR 9-11 FINE ARTS COLLECTION: DEACCESSIONING

Reasons for deaccessioning include lack of relevance to the collection's focus as described in the Statement of Purpose; minimal artistic or historic value; the library's inability to provide adequate care; urgent need for conservation at a price beyond the value to the collection of the object concerned; poor condition to an incurable degree; duplication; and the probability that the object may be better displayed and/or cared for by another institution. Deaccessioning according to these principles will allow the collection to better represent those goals defined in the Statement of Purpose. In addition, limited resources of time, space, and money will be freed for the benefit of the collection as a whole.

The decision to deaccession should be made first by the FA Committee in consultation with the Director (or designee) and, if it seems advisable, with the advice of an outside expert. The decision should then be voted on by the trustees. Before an object is deaccessioned, any legal barriers to doing so should be examined, such as the Vermont statutes governing abandoned property in museums and libraries (27 VSA 1151–58). A reasonable attempt will be made to notify any living relatives of the donor.

Acceptable methods of disposal will include by sale or gift to a suitable institution or by sale at public auction. Trustees, staff, and committee members are not eligible to purchase at public auction. Private sales to individuals will not be considered. All net proceeds resulting from deaccessioning shall be deposited in a fund supporting the FA collection.

BR 9-12 FINE ARTS COLLECTION: CARE

The care of the collection shall be the joint responsibility of the FA Committee and the staff, based on current best practices as outlined in the professional literature on collection management. Such care shall include record keeping, the physical environment, storage facilities, security and protection both in storage and while on display, conservation, and care for objects while being transported.

BR 9-13 FINE ARTS COLLECTION: CONSERVATION

Conservation of the collection is an ongoing responsibility. It is the joint duty of the staff and

FA Committee to inspect the collection periodically to note any change in condition of the artworks and objects. In addition, an outside expert should be employed to inspect the collection on a regular basis (the timing to be established) to identify conservation needs.

Financial support for conservation work will be procured through the endowment fund as well as through grants and other fundraising efforts. Documentation of all assessment and conservation work related to a specific item will be maintained in that item's individual accession file, as well as in a general FA "conservation" file relative to the collection as whole.

BR 9-14 FINE ARTS COLLECTION: DISPLAY

In accordance with the library's mission, the historical and cultural riches of the collection should be displayed to the greatest extent possible consistent with the security of the collection. Space shall be made available for both special and ongoing displays. Achieving this goal shall be the responsibility of the FA Committee with assistance from the staff.

BR 9-15 FINE ARTS COLLECTION: LOANS

Because of the inherent risks in loaning items from the FA Collection, such loans shall be made only under well-defined circumstances to reputable institutions for limited periods of time for exhibits of cultural merit. The Director and FA Committee, jointly, shall determine whether or not to make such loans.

The borrower is responsible for insurance coverage of borrowed objects during the entire loan period, which is defined as the time from which items leave the library to the time they are returned ("wall-to-wall"). The borrower shall provide proof of insurance prior to receiving any item from the collection. Insurance valuation will be determined by appraisal figures provided by the library. If an appraisal update is necessary, it shall be at the expense of the borrower.

All costs incurred in transport, installation, exhibition, and other expenses of the loan will be paid by the borrower. All objects on loan will be handled and cared for in accordance with current best practices. No object shall be altered in any way, and any change in the condition of an object on loan must be reported promptly to the Director, who will immediately notify the FA Committee.

Borrowers are not allowed to make photographic copies or reproductions of any kind, in whole or in part, without the written permission of the library Director. Any copies or reproductions allowed must bear the credit line "Courtesy of the Fine Arts Collection, Brooks Memorial Library, Brattleboro, VT."

A Loan Form accepting the foregoing conditions must be signed by the borrower (see Appendix D).

BR 9-16 FINE ARTS COLLECTION: INSURANCE

The Town of Brattleboro maintains an insurance policy, with a deductible, that covers the FA Collection at all times, except when items are covered by the policy of another organization, as

when they are on loan. Additional insurance coverage may be sought to apply when individual items are in transit for purposes of conservation. Insurance coverage should be planned in combination with a well-designed security system (see BR 9-17.) Appraisal of the collection should be updated periodically.

BR 9-17 FINE ARTS COLLECTION: SECURITY

No objects will be placed for display in areas that are not under observation by library staff unless in a secure case. Access to objects in storage will be given only by permission of and under the guidance of a designated staff or committee member.

The library maintains a security system. The FA Committee will periodically review specific security needs of the collection. A disaster plan for the FA Collection will be formulated in conjunction with that of the library.

BR 9-18 FINE ARTS COLLECTION: ACCESS TO COLLECTION

As a nonprofit educational institution, Brooks Memorial Library encourages the use of its collections by the public. The following requirements are necessary to ensure the safety of the FA Collection.

Fine Arts Collection and Storage Room Accessibility Policy

1. The collection may be used for scholarly research under the supervision of a member of the FA Committee. Persons wishing to use the collection must call to make an appointment at the library.
2. All researchers using the collection are required to read the “Application for Use of Fine Arts Collection” form (see Appendix E), provide all pertinent information requested, and sign the form.
3. Examination and handling of objects will be permitted only under the supervision of a member of the FA Committee. Only FA Committee members may handle those objects they consider high risk or vulnerable. Training on how to handle objects will be given as needed.
4. Access to specific objects in the collection may be denied because of the object’s fragile condition, the nature of the request, or restrictions placed on the object by the donor. Restrictions or denial of access will be explained to the person requesting access.
5. Users should take the utmost care to prevent damage to materials. Tracing or writing notes on materials, placing heavy objects (including elbows or other body parts) on materials, or using ink pens is not permitted when using manuscripts or rare books.

Storage Room Guidelines

6. The storage room must be kept closed and locked at all times, even when in use. Keys

will be issued to a limited number of FA Committee members and the library Director.

7. Researchers are not allowed in the storage area unless they are accompanied by a FA Committee member or the Director. A log sheet recording the names of visitors and the dates and times of their access will be kept in the Storage Room.

Photographing and Reproducing Collection Items

8. Responsibility for observance of copyright and other publication rights, including literary rights, rests with the patron and not with the library.
9. Photographing FA exhibits at the library using hand-held cameras without flash is permitted for the personal, noncommercial use of visitors, unless specific conditions are in effect for a specific exhibit. In such instances, signs will indicate that photography is not permitted.
10. Use of more elaborate photographic equipment (tripods, lights, etc.) and commercial photography of exhibits require prior approval by the FA Committee or library Director (see Appendix F).
11. Photography of objects in storage or on exhibit that necessitates removal from their location requires an appointment with the FA Committee.
12. Permission to photograph may be denied if an object is considered too fragile or if the use of the photograph is deemed to be inappropriate.
13. A member of the FA Committee in charge of any photography session may stop all photography if the safety of an object is in jeopardy or if the photographer is violating previously agreed-upon procedures and requirements.
14. Objects being photographed will be handled only by FA Committee members unless other arrangements have been agreed upon prior to the photography session.
15. Any photograph of an object from the collection of Brooks Memorial Library that is published, reproduced in any media, or used in an exhibition must be accompanied by the credit line “Fine Arts Collection of Brooks Memorial Library, Brattleboro, Vermont.”
16. A copy of any published work containing photographs of objects from the FA Collection must be given to Brooks Memorial Library.



BROOKS MEMORIAL LIBRARY

brookslibraryvt.org

224 Main Street, Brattleboro, VT 05301

PUBLIC EXHIBIT REGULATIONS and APPLICATION FORM

Brooks Memorial Library and its Board of Trustees endorse the Library Bill of Rights and offer the library's services to all groups and individuals regardless of beliefs or affiliations.

The Librarian in consultation with the Public Exhibits Coordinators reserves the right to refer to the Board of Trustees decisions regarding exhibits which he/she feels may have serious consequences for the Library. Individuals or groups denied access have the right to appeal to the Library Trustees. The Trustees will meet with the individual or group within two weeks of appeal.

Library Exhibit Areas:

- Main Floor: panels, mezzanine wall visible from main floor
- Mezzanine: locked exhibit case(s)
- Second Floor: locked exhibit cases in entry hallway, Children's Book Illustrators locked exhibit cabinets
- Children's Room (exhibits for children only; arrangements to be made with Children's Room staff)

Regulations:

1. Arrangements for an exhibition may be made as much as one year in advance, but not more than 15 months in advance. Exhibits are on display for one month or two months, beginning the first of a month.
2. Prospective exhibitors will complete an Application for Public Exhibit (see reverse of this sheet) to request display space and schedule. Application forms will be available at the Library or from the Public Exhibits Coordinators, Christine de Vallet, cdevallet@gmail.com, or (for Children's Book exhibitors) Prudence Baird, prubaird@gmail.com. The completed Application will remain on file at the Library, and the appropriate Coordinator and the exhibitor will each receive a copy.
3. The Library does not insure articles exhibited and is not responsible for theft or damage. Exhibitors must make their own arrangements for insurance.
4. The Library does not participate in any sale transactions related to exhibited items. If exhibited items are available for purchase, the exhibitor must assume all responsibility for such transactions.
5. The Public Exhibits Coordinator, as the liaison between the Library and exhibitors, will:
 - a. View the artwork or other display of prospective exhibitors in order to assign suitable display space and arrange an exhibit schedule
 - b. Maintain the Library's exhibits calendar, and record the exhibit area, schedule, and exhibitor's name and phone number in the Library's master calendar of meetings and events kept at the main desk
 - c. Provide exhibitors with the Library's written guidelines to assist them in preparing, installing, labeling, and publicizing displays
 - d. Be available for consultation and assistance with exhibit installation
 - e. Work with exhibitors to organize modest "meet the artist" openings, possibly to coincide with

continues on reverse



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Fine Arts Collection

Receipt for Provisional Acceptance of Gift

Because of severe limitations on staff with training in collections management, on space for storage and display, and on funds for care and conservation, additions to Brooks Memorial Library's Fine Arts Collection may be made only after careful deliberation by the Fine Arts Committee.

Therefore, the library accepts the offered gift(s), described below, on a strictly provisional basis. The potential donor(s), by signing below, acknowledge this policy and agree to reclaim the object(s) should the library be unable to accept such gift(s).

Description of Gift(s)	
Name(s) of Donor(s)	
Address	
Phone	E-mail
Cell	
Donor Signature(s)	Date
Signature for Brooks Memorial Library	Date



BROOKS MEMORIAL LIBRARY

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224 Main Street, Brattleboro, VT 05301

Fine Arts Collection

Gift Acceptance Form

Brooks Memorial Library accepts with appreciation your unconditional gift to its Fine Arts Collection, as described below.

Description of Gift(s)	
Date of Gift(s)	
Name of Donor(s)	
Address	
Phone	E-mail
Cell	
Signature for Brooks Memorial Library	Date

Office use only:

Accession Number	Date	Assigned by (initials)
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Loan Agreement

Brooks Memorial Library agrees to lend the objects listed below. The borrower agrees to the terms governing loans as specified on the reverse side of this form.

Borrowing Institution _____

Address _____

Contact Person _____ Title _____

Phone _____ Cell _____ Fax _____

E-mail _____ Website _____

Purpose of Loan or Title of Exhibition _____

Exhibition Period _____ Loan Period _____

Method of Transportation _____

Special Conditions _____

Name & Title of Borrower's Official Agent who will personally supervise removal, packing, and return to original location _____

Accession #	Description/Condition	Insurance Value

Signed:

Borrowing Institution _____ Date _____

Brooks Memorial Library _____ Date _____

Loan returned and accepted by _____ Date _____

Conditions for Loans from the Brooks Memorial Library Fine Arts Collection

1. Borrower is responsible for all packing, transportation of object, return to the original location, and all costs thereby incurred. This work is to be supervised by a competent person agreed on by both parties.
2. Insurance based on the appraised value as determined by Brooks Memorial Library (BML) must be placed by the borrower on each object loaned from the moment it is removed from the library until it is returned in satisfactory condition (“wall to wall”). Proof of insurance must be presented before the move takes place. Borrower will name BML as loss payee on the policy.
3. Moving and transportation must be carried out by experienced professionals agreed to by both parties.
4. All loans from BML shall be handled at the borrowing institution only by or under the supervision of experienced personnel.
5. No object shall be altered in any manner whatsoever. Any change in condition shall be reported immediately to BML.
6. Security shall be maintained at all times through the use of security personnel and/or an electronic security system.
7. Each object shall be labeled and credited to BML while on display and in any related publications. The credit shall read “Fine Arts Collection of Brooks Memorial Library, Brattleboro, Vermont.”
8. Photography is allowed for publicity and catalogue purposes. Written permission from BML must be sought for any other uses. Photographing printed works or art exhibits from BML using hand-held cameras without a flash is permitted for the personal, noncommercial use of visitors unless specific conditions are in effect for a specific exhibit.



BROOKS MEMORIAL LIBRARY

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224 Main Street, Brattleboro, VT 05301

Application for Use of Fine Arts Collection

Name (please print) _____

Institution _____

Specific subject of research _____

Intended use _____

If material is to be published, give details (use back of form if necessary) _____

Rules for Use of Collection

1. Users should take the utmost care to prevent damage to materials. Tracing or writing notes on materials, placing heavy objects (including elbows or other body parts) on materials, or using any type of ink pen is not permitted; only pencil may be used. Personal cleanliness is essential for preservation.
2. A Fine Arts Committee member will locate and return all objects used.
3. No more than two objects may be used at one time. Special waivers may be granted if research involves comparative study.
4. If objects are found damaged or are damaged in use, users must report condition immediately to Fine Arts Committee or staff member.
5. Separate permission to photograph materials is required; request "Application for Permission to Photograph Materials in the Special Collections."
6. The Fine Arts Committee reserves the right to deny access to the collection if it is believed the collection's safety might be jeopardized.

Your signature below will be regarded as an agreement to observe these rules.

Signed _____ Date _____

Driver's license no. _____ Approved by _____



BROOKS MEMORIAL LIBRARY

brookslibraryvt.org

224 Main Street, Brattleboro, VT 05301

802-254-5290 info@brookslibraryvt.org

Application for Permission to Photograph Materials in the Special Collections

Name (please print)

Institution

Specific subject of research

Intended use

If material is to be published, give details (use back of form if necessary):

Photographing, Video Recording, and Reproducing the Collection

1. Responsibility for observance of copyright and other publication rights, including literary rights, rests with the patron and not with the library.
2. Photographing printed works or art exhibits at the library using hand-held cameras without a flash is permitted for the personal, noncommercial use of visitors unless specific conditions are in effect for a specific exhibit. In such instances signs will indicate that photography is not permitted.
3. Use of more elaborate photographic equipment (tripods, lights, etc.) and commercial photography of exhibits require prior approval by the Director.
4. Photography of objects in storage or that require removal of objects from exhibits requires an appointment with the Director or a Fine Arts Committee member.
5. Permission to photograph may be denied if an object is considered too fragile or if the use of the photograph is deemed to be inappropriate.
6. The Director or Fine Arts Committee member assigned to a photography session may stop all photography if he/she feels the safety of an object is in jeopardy or if the photographer is violating previously agreed upon procedures and requirements.
7. Objects being photographed will be handled only by the Director or Fine Arts Committee member unless other arrangements have been agreed upon prior to the photography session.
8. Any photograph of an item from the Special Collections of Brooks Memorial Library which is published, reproduced in any media, or used in an exhibition must be accompanied by the credit line "Special Collections of Brooks Memorial Library, Brattleboro, Vermont" or "Fine Arts Collection of Brooks Memorial Library, Brattleboro, Vermont" if such artifact is specifically from the Fine Arts Collection.
9. A copy of any published work containing photographs of items from the Special Collections or Fine Arts Collection must be given to Brooks Memorial Library.
10. For general policy on photography in the library, please see *Photography and Video Recording Policy at Brooks Memorial Library*.

Your signature below will be regarded as an agreement to observe these rules.

Signed _____ Date _____

Driver's license no. _____ Approved by _____