



**Ferndale Area  
DISTRICT LIBRARY**

**Art and Exhibitions Committee**

**Art Donation Offer**

Donor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: (Phone) \_\_\_\_\_ eMail \_\_\_\_\_

Art Work Title: \_\_\_\_\_

Artist: \_\_\_\_\_

Medium: \_\_\_\_\_

Year Made: \_\_\_\_\_

If the donor is not the artist, where and when was the work acquired? \_\_\_\_\_

\_\_\_\_\_

Has the work been appraised? \_\_\_\_\_ If so, when? \_\_\_\_\_

What was the value? \_\_\_\_\_

Please send one (1) or more photographs (.jpg format) of the work and any other pertinent information to the following address: **Ferndale Public Library,**

**222 E. Nine Mile Rd., Ferndale, MI 48220 Attn: Art Committee**

Or by eMail: [fpl-ae-committee@googlegroups.com](mailto:fpl-ae-committee@googlegroups.com)

## **Donation Offer p. 2**

Thank you for this donation offer of an art object. The Ferndale Public Library welcomes such generous gifts, but has certain requirements regarding the acceptance process and conditions; the Board of Trustees has established these policies.

Once this form and a photograph have been submitted, the Art & Exhibition Committee will consider the offer at its next regular meeting. The committee will then forward its recommendation to the Board of Trustees as part of its monthly report to the board, which will consider it at their next regular monthly meeting. The board must approve the donation before it can be accepted. This process could take up to two (2) months, depending on when the offer is made relative to the various meetings.

You will be notified as soon as possible by the Art & Exhibition of the board's decision.

Please note that the library cannot guarantee that a donated gift of artwork will always be on display.

Further terms and conditions will be detailed when a Donation Agreement is signed at the time a donation is received.