

HAA Policy for Abandoned Work

The following establishes policy with regard to abandoned artwork:

- 1) Any work left at the Gallery or any other HAA-related exhibit for a period of 15 days after the designated pickup date will automatically initiate the process described herein for abandoned work.
- 2) Following a period of 15 days past the designated pickup, at least three attempts will be made to contact the artist. A log of unclaimed art will be maintained and each attempt to contact the artist will be documented.
- 3) After two attempts to contact the artist via, email, phone call, or postal mail, HAA will send a certified letter.
- 4) 60 days after the initial attempted contact, but not less than 15 days after delivery of a certified letter, the artwork will be considered abandoned and become property of the HAA.
- 5) HAA will reserve the right to dispose of the work in any way deemed appropriate (i.e., auction, donate, sell).
- 6) Responsibility to follow through and implement the HAA abandoned artwork policy will be part of the Gallery Assistant duties. If a Gallery Assistant is not in position, the Board will seek a volunteer to handle abandoned work.
- 7) Extenuating circumstances regarding the pickup of artwork will be given special consideration and will at the discretion of the Gallery Assistant and/or the Executive Board.
- 8) By signing either the login book at regular gallery exhibits or the prospectus for all other exhibits, the artist agrees to the terms of this policy.