

Administrative Rules

Rule 1.6.1.A Appendix A - Art Committee Agreement

Art Displays in Libraries Draft Agreement Between Deschutes Public Library District and the Friends of the _____ Library

I. Purpose:

The purpose of this agreement is to encourage and regulate the display of loaned art within the Library. This agreement assigns the responsibility for displays on library premises to the Friends of the _____ Library.

II. Conditions:

- The Art Committee shall consist of members of the Friends of the Library, a member of the local art community and at least one member of the library staff as appointed by library administration.
- The Art Committee shall establish criteria for exhibits.
- The Art Committee shall schedule and screen proposed exhibits.
- The Art Committee will solicit works.
- The Art Committee will oversee installation with approval of the Branch Manager or his/her staff designee.
- The Art committee will be responsible for labeling exhibits.
- The Art Committee will arrange publicity.
- The Committee will develop procedures and policies for addressing requests for addition or withdrawal of materials of art on display.
- The Art Committee will create and utilize signed agreements for term of displays with each artist.
- The Art Committee may elect to sell art, so long as at least 10% is given to the Friends to support library functions.
- The Library District will insure works of art against vandalism or theft. Artists will be required to provide evidence of the value of the displayed item, either through appraised

value or based on past sales. The District's insurance agency shall have final say over the value of displayed items.

- To limit District liability, prior approval by the Director is required if the estimated total value of art on exhibit exceeds \$10,000.
- To limit District liability, prior approval by the Director is required if the estimated value of a single work of art on exhibit exceeds \$2,000.
- The Art Committee will be responsible for removing art objects and returning them to artists.
- The Branch Manager, or staff designee, shall designate display areas for the public as follows:
 1. Displays shall be in an area of the library accessible by the public.
 2. Displays shall be located in such a manner that they do not block access to exits, obstruct traffic, or impede the routine operations of the library.
 3. The Library may reserve designated areas for library use only on a temporary or permanent basis.
 4. The manager of each branch library may designate display areas within staff or restricted areas. Artists must agree to display materials in such areas.
- The Art Committee will determine where the art will be placed within the areas designated for exhibit by the branch manager, and will be responsible for hanging and placing art objects.
- The library reserves the right to terminate this agreement at any time.

Signed:

President, Friends of the Library

Date _____

Todd Dunkelberg, Library Director

Date