

Administrative Rules

Rule 1.6.1.B Appendix B – Sample Art Policy

Friends of the _____ Library Art Policy

I. Purpose:

The purpose of this policy is to encourage and regulate the display of loaned art within the _____ Library.

II. Policy:

It is the policy of the Friends of the _____ Library to encourage the display of loaned art in areas designated for art display by the branch manager. The display of art supports the informational, educational, cultural and recreational roles of the library system and provides artists with the opportunity to display works in our library.

III. Guidelines

In order to fulfill this mission, the Friends of the _____ Library Board shall delegate the formation of an Art Committee.

Makeup of the Art Committee

Each Art Committee shall consist of at least one member representing the local art community, at least one member of the Friends of the Library, and at least one member of the library staff as appointed by library administration.

Duties of Art Committee

1. Establish criteria for exhibits.
2. Schedule and screen proposed exhibits.
3. Solicit works.
4. Oversee installation and recognition.
5. Arrange publicity.

Artwork Standards

1. Must be original, neat, and professionally presented.
2. Must be of suitable physical form for library display.
3. Exhibitor must sign and agree to the Art Exhibit Agreement.

Accepting Art

1. 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.
2. To limit District liability, prior approval by the Director is required if the estimated total value of art on exhibit exceeds \$10,000.
3. 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.
4. 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.
5. Exhibitors must deliver and pick-up their items to be exhibited at the time and date agreed upon in the contract.
6. Labels showing titles and artists of art objects may be affixed to walls or on furniture holding objects with a substance that leaves no mark. The Art Committee will be responsible for creating labels.
7. Exhibitor or an exhibitor's representative may not remove an exhibited work from the library without signing the library's copy of the Art Exhibit Agreement, acknowledging return of the artwork to Exhibitor or Exhibitor's representative.
8. The Art Committee will be responsible for taking down exhibits and returning works to artists.

The Library 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 Manager may reserve designated areas for library use only on a temporary or permanent basis.
4. The Library Manager may designate display areas within staff or restricted areas. Artists must agree to display materials in such areas.

Request for Withdrawal or Addition of Art on Display

Requests for the withdrawal or addition of loaned art shall be reviewed by the Art Committee based on the criteria for the show. The Art Committee will forward their recommendation to the Branch Manager for final consideration.