

# Art Committee Policy

Approved: 3/28/19

## 1. Purpose

The purpose of the committee is to foster art appreciation at the library by: Assisting in collection development of art for the library's permanent collection; organizing rotating exhibitions of art at the library; arranging artist lectures at the library; assisting in collection development of art reference materials, such as books for the lending collection; and other such activities the committee, board of trustees, and library director deem appropriate. The art committee, in cooperation with the library director, may conduct fundraising efforts to further its work. Art is herein defined as two and three dimensional objects, and is not meant to include such things as performance art or music, which falls under the purview of the Music Committee.

## 2. Composition

The committee will include at least one (1) and not more than three (3) board trustees, and strive to include at least one (1) and not more than (3) additional members from such groups as: Library staff, foundation group, and the surrounding arts community.

## 3. General Provisions

- A. The Washington Public Library art collection and exhibits will seek to represent a broad spectrum of artistic expression, with an emphasis on Iowa and local artists.
- B. All artwork must have artistic merit, meet acceptable professional standards and should be appropriate in scale, materials, form and content for the library environment.
- C. All artwork must be either original work, hand-signed or authenticated by the artist, or a reproduction with recognized collection merit.
- D. Works of art will be examined for durability, taking the library environment and the condition of the piece into consideration.

Extremely fragile items or those that are potential targets for vandalism are not appropriate for the library setting.

- E. Works will not be selected or accepted that create unsafe conditions or contain other factors that may bear on public liability.
- F. The full board, in its sole discretion, will determine whether to purchase, accept or reject any gift based on recommendations from the committee.

#### **4. Exhibitions**

- A. Majority votes of the committee will determine the nature and content of short-term exhibitions. Such work will be solicited and selected according to a plan developed by the committee.
- B. Exhibitors will be required to complete the Exhibit/Display Application.
- C. The exhibitors and the committee will follow all guidelines established in the Exhibit/Display Policy and Agreement.
- D. The frequency, duration, timing, and placement of exhibitions will be determined by the committee.

#### **5. Purchases and Gifts**

- A. The committee will be selective in assisting with purchasing art or when offered a donated object. Beside aesthetic qualities, it will take into consideration any security issues, the cost of installation, and the cost of maintaining the work over its lifetime. Initial and ongoing costs for conservation and installation will also be considered.
- B. In the case of gifts or donations, the donor's conditions may affect whether or not the gift will be accepted.
- C. Title to all gifts of art will pass to the Washington Public Library. Except for any special arrangements regarding deaccessioning, gifts to the library remain outright and unrestricted donations to be used according to the sole discretion of the library. Such art works will be used to the best interest of the library and its patrons.
- D. Donors who wish to receive a tax credit are responsible for getting an appraisal. The library will not provide value estimates on gift material.
- E. Artwork that no longer has a relevant place in the library art collection will be deaccessioned and disposed of by a majority vote of the board,

upon the recommendation of the committee, director, or in accordance with any special prior agreements with the donor. The priority of any funds received will be to go to further the library's art program.

## **6. Complaints**

From time-to-time questions, concerns, or complaints may be voiced by the public regarding works of art they see on display at the library. These will be addressed in the following manner.

- A. An effort shall be made to explain to the person who issues the complaint why that particular work is on display at the library; its artistic merit, and its relevance to the library and the community it serves. A statement from the artist or the committee may be sought by the director, and provided to the complainant.
- B. The complainant will be provided the opportunity to complete a Request for Reconsideration of an Exhibit or Exhibited Item. This will be forwarded to the committee.
- C. Until the committee meets to vote on whether to remove the item from the library, it shall remain on display.
- D. The complainant shall be informed of the committee's decision as soon as possible.
- E. If the complainant shall be informed of the committee's decision as soon as possible.
- F. The board of trustees shall then consider the appeal and vote to uphold or overturn the decision of the committee, in compliance with all rules and policies governing the operation of the board and its meetings.
- G. The director and/or committee may, with the permission of the complainant, who may request anonymity, use the complaint as an opportunity to have a public discussion about the issue(s) raised.

**Washington Free Public Library**

**115 W. Washington**

**Washington, IA. 52353-2035**

**319-653-2726**

**Exhibit Agreement**

Individuals and groups are encouraged to inquire about using exhibit spaces at the Washington Public Library for educational, cultural, charitable, governmental, and civic purposes. Spaces are available to the public on an equitable basis.

The following guidelines are given:

1. Exhibits shall be displayed for a time not to exceed 1 month. Individuals and organizations may request space once per calendar year.
2. All exhibits must be scheduled through the Adult Services Librarian, the Art Committee, and the Library Director.
3. Exhibitors are responsible for the timely installation and removal of their displays. The library does not provide storage space or special furnishings for displays.
4. The library will not be responsible for staffing/supervising an exhibit.
5. The Helen Wilson Gallery is designed for wall-hung displays only. The Foyer Display Case can accommodate both shelf and wall-hung items. Approved hanging materials will be provided by the staff.
6. The library will not be responsible for any materials lost or damaged during an exhibit. Exhibitors do so at their own risk.
7. Library-related exhibits will be given priority.
8. The use of library space to provide an exhibit for an individual or group does not constitute an endorsement of that individual or group's politics or beliefs.
9. The library's exhibit spaces are for display only and not retail. Exhibitors will not mention sales on any pieces or in any literature or promotion of the exhibit. However, exhibits may include information about the artist/exhibitor including contact information.
10. Exhibitors will be solely responsible for any promotion of the display. Exhibitors agree not to imply endorsements in promotions leading up

to/during the display. Exhibits cannot in any way disrupt the normal routine of the library.

11. The Library Director, Library Trustees, and Art Committee have the right to restrict exhibits that are commercial in nature, promote a specific religious concept, espouse partisan politics, demean groups or individuals or disrupt the use of space for children's programming.
12. We encourage all artists to include an Artist's Statement that can be included with the exhibit.