

## VIII. Music and Art Committee Policies

### A. Art Committee Policy (Last Revised 9/22)

#### 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; 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 one (1) Board Trustee, one (1) Library Foundation Director and strive to include at least one (1) and not more than four (4) additional members from such groups as: Library staff 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 Library 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 Library 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. The Library Director and the Art Committee will research the request and material(s) and will provide a written decision to the requestor and the Library Board within 30 days of submission of the form.
- d. If unsatisfied with the decision of the Director and the Art Committee, the requestor may appeal the decision before the Library Board of Trustees within 60 days following receipt of the Director's response.
- e. The requester should inform the Library Board of the appeal in writing within 10 days of the Library Board meeting during which they plan to present their appeal. The appeal will be listed on the Board's agenda and the requestor will have up to 15 minutes to present additional information to the Library Board regarding their appeal. Written information may be submitted in lieu of /in addition to an oral presentation.

- The Board will render a decision at their next meeting.
- f. The Library Board has the final decision in Requests for Reconsideration.
  - g. An item may only be reviewed/reconsidered once every 2 years.
  - h. Challenged materials will not be removed from display while awaiting resolution of a Request for Reconsideration.

## **B. Music Committee Policy (Established 9/22/22)**

### **1. Purpose**

The purpose of the committee is to foster music appreciation and community engagement at the Washington Public Library through facilitating the Library's ongoing concert series, as well as creating and implementing special musical events. The committee will utilize existing contacts with local and regional musicians, as well as developing new contacts to bring a variety of musical performances to the library on a regular basis. The Music Committee, in cooperation with the Library Director, may conduct fundraising efforts to further its work.

### **2. Composition**

The committee will include one (1) Board Trustee, one (1) Library Foundation Director and at least one (1) and not more than four (4) additional members from Library staff and the surrounding arts community.

### **3. General Provisions**

- a. The Washington Public Library's musical performances will represent a broad spectrum of expression, with an emphasis on local and regional musicians.
- b. All performances must have artistic merit, meet acceptable professional standards and should be appropriate for the library environment.

### **4. Musical Performances**

- a. The committee will develop a quarterly schedule of events and work with Library staff to provide information to generate publicity and awareness.
- b. The frequency, duration, timing, and venue will be determined by the committee.

### **5. Honorariums and Sales**

- a. A standard honorarium amount will be established by the committee for single musicians and for musical groups, but the committee may choose to contract with a musician or group at a different amount if the situation warrants this.
- b. Musicians may request permission from the committee to offer recordings of their work for sale during a specified time after the performance. The musicians and their representatives are responsible for all sales activities.