



VISUAL ART DISPLAY AND ACQUISITION POLICY

Purpose

To establish standards and guidelines for the temporary exhibition of works of visual art including paintings, photography, sculpture, or other works of art (“artwork”) in the Washington County Library System. Also, to establish standards and guidelines for the donation or acquisition of artwork to the Washington County Library System.

- I. **Library Art Committee.** Artwork offered for temporary exhibition, donation, or acquisition must be artistically appropriate for exhibit in the public libraries by the Library Art Committee. The Library Art Committee is comprised of the Library Director, one member of the Library Board of Directors, and one board-appointed member of the community. The Library Art Committee acts as art consultant for the offered artwork. The Committee reviews the offered artwork, and makes a recommendation to the Library Board or Library Director, upon consideration of the following:
 - a. Is it artistically appropriate for exhibit? Controversial work may not be excluded because of subject matter. However, a community standard may be applied because of the diverse age range of the community the library serves.
 - b. Is it practical to accept and display the artwork based on the following: its quality, durability, ease of maintenance, public safety, scale, material, form, and content?
 - c. Can display of the artwork be sustained in the library’s non-museum setting?
 - d. And, if it is an acquisition, is the proposed cost appropriate for the artwork?
- II. **Library Board, Acquisition of Artwork.** The Library Board can accept, modify, or reject the recommendation of the Library Art Committee regarding acquisition of artwork based on any reasonable criteria including fund availability.
- III. **Library Director, Donation of Artwork.** The Library Director can accept, modify, or reject the recommendation of the Library Art Committee regarding donation of artwork based on any reasonable criteria, including space availability, and report the decision to the Library Board at its next regularly scheduled meeting.
- IV. **Temporary Exhibition of Artwork.** In order to obtain approval for an artwork exhibition, the applicant must submit a proposal and obtain approval as follows:
 - a. The proposal shall contain a short written summary of the request, and images of the proposed artwork, well in advance of the proposed exhibition. The proposal shall include the requested dates of the exhibition, and method of installation. If the artwork is installed by hanging on walls, propose mitigations for preventing damage to library property.
 - b. The Library Art Committee will consider and make a determination whether to accept, modify or reject the proposed exhibition using the criteria in (I)(a)-(c), above.
 - c. The Library Director will consider and determine the dates and duration of the exhibition. Exhibitions normally will be limited to one month, but can be shorter or longer in the Director’s discretion.

- d. If the proposal is accepted, library staff will coordinate and schedule set-up and take-down dates. Library staff will determine whether or not the exhibition artwork is consistent with the approvals at the time of set-up. If there are substantial differences, the Library Director will determine whether to proceed with the exhibition.
 - e. The exhibition may include a descriptive label, as well as a title and artist name for each piece of art. No pricing information is permitted on the labels if the artwork is offered for sale, and library staff will not provide information about exhibition sales. If artwork from the exhibition is sold, it shall not be removed until the closing date of the exhibition unless a replacement, acceptable to library staff, is provided.
 - f. The applicant is responsible for any damage to library property caused by the exhibition, or its set-up or take-down.
- V. If an applicant wants to appeal a decision of the Library Director or the Library Art Committee, the applicant may submit a detailed written appeal, and the Library Board will consider it at its next scheduled meeting. The decision of the Library Board is final.
- VI. The library is not responsible for the safety or damage to any offered artwork while in transit or on the library premises. Artwork for temporary exhibition, donation, or acquisition enjoys the same security as the library collection and equipment. The library is not responsible for any artwork that is lost, damaged, or stolen. Insurance covering the value of the artwork is the responsibility of the applicant or owner.
- VII. Because the library does not have storage or warehouse facilities, an exhibit space in the library proper must be available at the time of the receipt of the artwork. No storage is available at the library before or after a temporary exhibition.
- VIII. The library reserves the right, in its sole discretion, to re-assess the advantage of retaining works of art in its permanent collections from time to time, and may dispose of works of art by sale, auction, gift, or any other means it deems appropriate. Donation of artwork should be given without restrictions. However, outstanding work should not be declined because of restrictions which are deemed reasonable by the Library Board.



Daniel McGuire, Library Board Chair



Alan Anderson, Interim Library Director

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