



## **Ferndale Area District Library Board of Trustees**

### **Policy 15: Art and Exhibitions Committee**

#### **1. Establishment**

The Art & Exhibition Committee (hereafter “committee”) is formed in accordance with Bylaw VI. Art is herein defined as two- and three-dimensional objects, and is not meant to include such things as performance art or music.

#### **2. Purpose**

The purpose of the committee is to foster art appreciation at the library by: acquiring art for the library’s permanent collection; acquiring art on long- or short-term loan; organizing rotating exhibitions of art at the library; arranging artist lectures at the library; acquiring art reference materials such as books for the lending collection; and other such activities the committee, board of trustees (hereafter "board"), and library director (hereafter "director") deem appropriate. The committee may conduct fundraising efforts to further its work.

#### **3. Composition**

The committee will include at least one (1) and not more than three (3) board trustees (see bylaw VI.2.), and strive to include at least one (1) and not more than two (2) of each of these groups: library staff, Friends group, and the surrounding arts community.

#### **4. General Provisions**

A. The Ferndale Area District Library art collection and exhibits will seek to represent a broad spectrum of artistic expression, with an emphasis on local and Michigan artists.

B. All artwork must have artistic merit, meet acceptable professional standards and should be appropriate in scale, material, 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, or long-term loan of artwork, based on recommendations from the committee.

G. To avoid conflicts of interest, no board member may exhibit their own artwork in the library, unless it has been given to the library as a gift.

## **5. 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 a written agreement, developed by the committee.

C. The views expressed in the artwork exhibited at the Ferndale Area District Library are those of the artists and not necessarily those of the board, library staff, or supporting organizations.

D. Security and insurance of the artwork, while on the library premises, will be the library's responsibility, within certain limitations to be determined by the committee, and the current insurance policy. Some situations may need to be decided on a case-by-case basis. Details will be made explicit in the aforementioned agreement.

E. The library shall not act as an agent for the sale of any artwork exhibited.

F. The committee may charge a modest application fee to applicants to any exhibition. Any fees collected will be used to further the work of the committee.

G. To avoid conflicts of interest, no committee member may submit their own work to any exhibition juried by the committee. Committee members (excluding board members) are not, however, prohibited from displaying their art in the library on a loan basis.

H. The frequency, duration, timing, and placement of exhibitions will be determined by the committee.

## **6. Purchases and Gifts**

A. The committee will be selective in 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 Ferndale Area District 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. The Board may request that an artwork be accompanied by a current appraisal of value and may request evidence of bona fide artistic importance and merit of the work and reputation of the artist. An appropriate deed of gift, or similar document transferring sole and exclusive ownership of the artwork to the Library will be required. The Board may also request evidence of provenance and present title of the artwork from the donor.

E. Donors who wish to receive a tax credit are responsible for getting an appraisal. The library will not provide value estimates on gift material.

F. 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.

## **7. Loans**

A. Loans of art for display will be covered by a written agreement, to be developed by the committee, that includes the details for duration, placement, security, and return of the item when the loan is over.

B. Title and copyright of loaned materials will remain with the owner. Any necessary maintenance of artwork that is loaned for display in the library will be the responsibility of the owner.

C. Security and insurance of the artwork, while on the library premises, will be the library's responsibility, within certain limitations to be determined by the committee, and the current insurance policy. Some situations may need to be decided on a case-by-case basis. Details will be made explicit in the aforementioned agreement.

## **8. 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. The director shall take steps, as soon as possible, to meet with the person who issues the complaint or concern with a work(s) of art. The complainant will be asked to explain their concerns in detail.

B. 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.

C. The director shall provide the person making the complaint with an "Art Reconsideration Form," and ask them to complete it. This will be forwarded to the committee.

D. Until the committee meets to vote on whether to remove the item from the library, it shall remain on display.

E. The complainant shall be informed of the committee's decision as soon as possible.

F. If the complainant is dissatisfied with the committee's decision, he or she may appeal the decision to the board of trustees. The complainant will be given instructions in contacting the board president in order to get the appeal onto a board meeting agenda.

G. 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.

H. 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.

*Approved by the Ferndale Library Board of Trustees on March 22, 2012*