

**KING COUNTY LIBRARY SYSTEM
ART PROGRAM POLICIES
December, 2004**

INTRODUCTION

The King County Library System Art Collection shall be comprised of high quality art that engages the public and reflects the KCLS Vision Statement and the community that KCLS serves. Artwork commissioned or purchased for inclusion in KCLS' Art Collection shall be selected formally through an established review procedure overseen by the Art Oversight Committee, and shall be reflective of the high standards and artistic excellence of the existing broad and balanced collection.

ORGANIZATIONAL STRUCTURE

ART OVERSIGHT COMMITTEE (AOC)

The Art Oversight Committee will provide consistent oversight and policy guidance for art program management while individual, project specific Artist Selection Panels will make recommendations to the Art Oversight Committee for selecting artists and/or purchasing art.

The Art Oversight Committee will be comprised of a KCLS Board member (appointed by the KCLS Board of Trustees), two representatives from the arts community, and KCLS staff members representing Public Services, Facilities Management Services, Collection Management Services and the KCLS Foundation (all appointed by the KCLS Director). AOC members will serve a 2-year term with the potential for a one-year reappointment.

PURPOSE: The purpose of the AOC is to provide consistent oversight and policy guidance for the art program management at all KCLS facilities.

MISSION: The AOC will provide guidance, leadership, and support to the King County Library System in its mission to obtain high quality art that engages the public and reflects the KCLS vision statement and the community that KCLS serves.

RESPONSIBILITIES: The Art Oversight Committee shall:

- Review and approve procedures related to the KCLS art program and art collection, including loans of art (1 year minimum), re-siting, accessioning, deaccessioning, gifts and related agreements and contracts. .
- Review and approve all art projects.
- Approve members of Artist Selection Panels.
- Review the recommendations of various project-specific Artist Selection Panels that have been appointed to select artists.

- Review and approve the method for hiring artists for KCLS art projects that may include open competitions, limited competitions, direct selection, pre-approved rosters, or design team artists.
- Resolve aesthetic disputes involving project artists and consultants.

MEETINGS: AOC members will meet at least two times a year. The AOC will appoint its own chair to serve a one-year term, with the potential for a one-year reappointment.

ARTIST SELECTION PANELS

Artist Selection Panels will be comprised of 3-5 individuals, including artists, art and design professionals (excluding art consultants, commercial gallery owners and their employees and artists' agents), non-artist citizen representatives and KCLS staff members appointed by the Art Oversight Committee.

PURPOSE: To select artists to provide works or services to the art program in accordance with the KCLS mission to obtain high quality art that engages the public and reflects the KCLS vision statement and the community that KCLS serves.

RESPONSIBILITIES: The Artist Selection Panels shall:

- Solicit proposals.
- Review and examine applications, portfolios and/or proposals submitted by artist applicants.
- Recommend artists to be commissioned to create artwork or select an existing work to be purchased, based on the established selection criteria, subject to confirmation by the AOC.
- Provide a report to the AOC documenting the reasons for its selections.

PANEL RECOMMENDATIONS: The recommendations of the Artist Selection Panels will be presented to the Art Oversight Committee for final approval. A report, documenting the selection panel deliberations will accompany the recommendation.

ARTIST AND ARTWORK SELECTION

Selected artists will be asked to interact with KCLS staff, and selected residents from the local communities to create specific artworks, plans, reports or other deliverables. Artists shall be selected to participate in the KCLS art program through one of the following ways:

OPEN COMPETITION: The Artist Selection Panels may solicit through public advertisement requests for artists' slides, resume, and letters of interest. The panels will review submittals and recommend an artist that meets the commission's requirements.

INVITATIONAL OR LIMITED COMPETITION: The Artist Selection Panels may invite a limited number of artists to submit applications or prepare proposals. From this limited pool, the Artist Selection Panels may recommend an artist based upon established criteria that are relevant and unique to each project.

ARTIST ROSTERS: Because some projects require specialized skills, experience or technical abilities, the Artist Selection Panels may recommend that an artist(s) be chosen from established, juried rosters.

DIRECT SELECTION: The Artist Selection Panels may recommend a specific artist who will be invited to submit a proposal for a specific site for their review. Upon acceptance of the proposal the artist is commissioned for the project.

It must be emphasized that direct selection is to be employed rarely and with caution, when time is of the essence, and when the only way to secure an art project for a specific site or projects is by way of this expedited process.

ARTISTS ON DESIGN TEAMS: The Artist Selection Panels may recommend that an artist be selected as a consultant on construction or project work in which the creation, documentation, and construction of the project is collaboratively developed with KCLS project managers and staff, design team, and the community with the goal of improving the aesthetics of the entire project.

ARTIST ON PLANNING TEAMS: The Artist Selection Panels may recommend that artists be selected to assist in the evaluation of options, strategies, limitations and opportunities for art and aesthetic design in capital projects before the scope, quality, schedule and budget are fixed.

ACCESSION CRITERIA

The Art Oversight Committee shall be responsible for all decisions on whether or not to purchase or accept potential accessions into the King County Library System art collection. The Art Oversight Committee will strive to develop a broad and balanced collection that meets the expressed and perceived needs and interests of the diverse communities served by KCLS. Works of art will be evaluated based on the following criteria.

- **Quality:** The inherent quality and authenticity of the work is of the highest priority.
- **Media:** All visual art forms may be considered subject to limitations set by the Art Oversight Committee.
- **Style and nature:** The artwork should be appropriate in scale, material, form and content for the cultural and physical environment in which it is to be placed and exhibited.
- **Elements of design:** The Art Oversight Committee and the artist will take into account that public art may have considerations other than the aesthetic, including that it may serve to establish focal points; modify, enhance, define, or terminate specific spaces; or establish identity.
- **Safety:** No work will be accepted that creates unsafe conditions or factors that may bear on public liability or use of the library.

- Maintenance: In all cases, consideration must be given to material and construction which are durable and do not increase the insurance, repairs and maintenance capabilities of KCLS' normal ongoing operational budget.
- Condition: The artwork must be in good condition, and KCLS reserves the right to have the artwork evaluated by a conservator/art technician.
- Storage: KCLS must be able to provide proper care and storage for the artwork.

GIFT CRITERIA

Gifts to the King County Library System must meet the Accession Criteria, and must be approved by the Art Oversight Committee. In addition:

- If required, the gift must include a maintenance endowment, and provisions for lighting and security.
- KCLS will accept only gifts with clear titles and without restrictions.
- KCLS will not accept any art that has contract stipulations that contradict the art policy.
- Artwork commissioned or purchased through other means may not be included in the collection.

LOAN CRITERIA

Loans of art to the King County Library System must meet the Accession Criteria, and must be approved by the Art Oversight Committee. In addition:

- For the purposes of this policy, loans are considered to be for one year or longer.
- The lender must specify a set time period for the loan.
- The terms of the loan must be mutually agreed upon.
- The lender assumes responsibility for removing the piece at the end of the loan period, unless a written extension is granted.
- If required by the AOC, the loan must include provision for installation and maintenance.

ACCESSIONING ARTWORK

Accessioning is a formal process whereby artwork is purchased or accepted by KCLS and a permanent archival file and database record is created to document the artwork disposition, terms of its creation, and artist's statement and intent. Accessioning artwork into the KCLS art collection implies the application of professional standards of care, display and maintenance of the artwork.

- Artworks will be accessioned into the King County Library System art collection only upon completion of all facets of the commissioning or purchasing contract or through the gift criteria for art.
- The Artist's signed contract transferring title for the artwork and clearly defining the rights and responsibilities of all parties will accompany every acquisition.

REMOVAL OF ARTWORK FROM THE COLLECTION

Deaccessioning is the process for withdrawal of an artwork from public exhibition through storage, loan or disposal. Deaccessioning standards shall be such that they are applied after careful evaluation, and not because of changes in fashion and taste.

CRITERIA FOR DEACCESSIONING: An artwork may be considered for deaccession under the following conditions:

- The artwork has been damaged to the extent that repair is impractical or unfeasible, or the cost of repair or renovation is excessive in relation to the original cost of the work.
- The artwork is no longer appropriate for the site because of changes in the use, character or design of the site.
- The artwork endangers public safety.
- The artwork requires excessive maintenance or has faults of design or workmanship.
- The artwork is of inferior quality relative to the quality of other works in the collections, or is incompatible with the rest of the collection.
- The security and condition of the artwork cannot be reasonably guaranteed in the present site.
- There is not a suitable site for the artwork.
- The artwork has been stolen.
- KCLS wishes to replace the artwork with a work of more significance or appropriateness by the same artist.
- The artwork was purchased as a semi-permanent acquisition and the KCLS predetermined period of obligation is terminated.

PROCEDURE FOR DEACCESSIONING ARTWORK: The Art Oversight Committee shall review the recommendations for deaccessioning artwork and determine the action taken. The process shall be conducted in the following manner:

Artists whose work is being considered for deaccession shall be notified using the current address provided by the artist. The artist may attend the AOC meeting(s) where the deaccessioning and/or disposition recommendations will be considered and acted upon.

All artworks under consideration for deaccession will be accompanied by a report prepared by the AOC for the Director, who will approve or disapprove the recommendation. This report may include:

- Reasons for the suggested deaccession.
- Acquisition method, cost and current market value.
- Documentation of correspondence or negotiation with the artist.
- Photo documentation of the artwork or site conditions (if applicable).
- Contract restrictions.
- Options for storage or disposition of the work.
- Recommended action.

The AOC may also request additional information from art conservators, curators, or other arts professionals or include these professionals in its deliberations and consideration of a deaccession recommendation.

Once a decision has been made to deaccession a piece of art, the process will be in accordance with the KCLS Surplus Policy as described in the KCLS Purchasing Policies manual.

RE-SITING ARTWORKS

The King County Library System reserves the right to relocate or deaccession works of art which are not created for a specific site, or are not integral to the design or construction of a building. The Art Oversight Committee may enlist the assistance or aid of the artist in re-siting art.

In the case of artworks which are specifically created for a site or which are integral to the design or construction of a building, the Art Oversight Committee will attempt to reach agreement with the Artist regarding any alterations or modifications to the art. In the event that the Artist and the Art Oversight Committee are unable to reach agreement regarding relocation, alteration, or modification of the artwork, the artist may appeal to the KCLS Director in writing within 30 days following the determination or recommendation.