

KITSAP REGIONAL LIBRARY

ART POLICY

It is the intent of the Board of Trustees of the Kitsap Regional Library (Kitsap County Rural Library District) to create in the district's libraries environments which are comfortable, functional and aesthetically pleasing. To that end, gifts of works of art are welcome and may be accepted under the conditions established by this policy. From time to time, the Library may purchase a work of art to enhance the facilities.

The Director is authorized to accept on behalf of the Library works of art that meet the criteria herein established. Gifts that do not meet the criteria will not be added to the Library's collection. The Director or his or her designee is also authorized to purchase art that meets these criteria for Library art.

The Director will establish a committee to evaluate potential gifts of art using these criteria and will assist in the acceptance process. The committee will advise the Director in the selection process for purchased works of art.

The Committee: The committee will be composed of a combination of persons with expertise in art and persons who know and understand the Library environment. The committee may include library staff, Board of Trustees members, Friends of the Library members, working professional artists or other community members knowledgeable about art..

Appraisals: Appraisals are the responsibility of the donor. The Library is not in a position to provide value estimates on gift material. The Library will provide receipts for any gifts for income tax purposes, such receipts identifying and acknowledging the gift without appraising the work of art.

Conditions of Acceptance: Gifts of works of art will be accepted without limitations or conditions placed on the Library by the donor or artist unless those limitations or conditions are approved by a majority vote of the Kitsap Regional Library Board of Trustees.

Title: Title to all gifts of art will pass to Kitsap Regional Library. 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.

Long Term Loans: The Director or his/her designee is empowered to accept the loan of works of art not covered by the Kitsap Regional Library Exhibit Policy. Such a loan will be covered by a written agreement that includes the details for duration, insurance, placement, security and return of the item when the loan is over. Title of loaned materials will remain with the donor.

Maintenance: The Library will take reasonable care to maintain works of art in a manner that will preserve their value.

Art Policy, continued...

When accepting a work of art Kitsap Regional Library reserves the right to--

- Refuse any work of art offered for sale or as a gift.
- Exhibit any donated object in a manner that is consistent with its policies, needs and available space. Acceptance of an object does not imply that it will be on permanent public display.
- Move and relocate art work for any reason it deems necessary.
- De-access, dispose and sell a work of art upon approval of the Board of Trustees..

Selection Criteria

Quality: When the piece is judged by the art committee, it is found to have a standard of quality suitable for long term location in a public building.

Style and nature: The art should be appropriate in scale, material, form and content for the library environment.

Elements of design: Public art may have other functions besides aesthetic enjoyment. For example, a work of art may establish a focal point, modify, or enhance a space or identify a building function. The work of art should complement the building and its purpose.

Durability: Works of art will be examined for durability taking the library environment into consideration.. Extremely fragile items or those that are particularly attractive to vandalism are not appropriate for the Library setting.

Maintenance costs. When selecting a work of art to purchase or determining if a gift may be accepted, the Library will take into consideration the cost of maintaining it over its life time. Start-up and on going costs for cleaning, mounting, and insurance will be considered.

Public liability: Works will not be selected or accepted that create unsafe conditions or contain other factors that may bear on public liability.

Conditions of acceptance: In the case of gifts or donations, the donor's conditions may affect whether or not the gift will be accepted.¹

¹ *Adopted upon second reading by the Kitsap Regional Library Board of Trustees on March 16, 1999.*