



Art Program Policy

Date of Origin: 12/04	Policy Owner(s): Public Services Team
Date(s) of Revision: 1/10, 6/10	Approved By: Board of Trustees

PURPOSE

The King County Library System (KCLS) strives to create and maintain an art collection that stimulates creativity and imagination and provides visual, tactile and sensory experiences. KCLS has an Art Oversight Committee (AOC) that provides guidance, leadership and support of KCLS’ art program. This policy establishes the process by which KCLS selects, purchases, places and maintains works of art.

STATEMENT OF POLICY

The KCLS art collection shall be comprised of high quality art that engages the public, reflects the KCLS Vision and the community it serves, and shall be reflective of the high standards and artistic excellence of the existing broad and balanced collection. Artwork commissioned or purchased for inclusion in the art collection shall be selected formally through an established review process overseen by the AOC.

ARTIST AND ARTWORK SELECTION

KCLS will use Artist Selection Panels to select artists to participate in KCLS’ art program using:

- **Open Competition:** Soliciting submittals by artists, including slides, resume and letters of interest through public advertisement.
- **Invitational or Limited Competition:** Inviting a limited number of artists to submit applications or prepare proposals to be evaluated against established criteria unique to each project.
- **Artist Rosters:** Recommending that an artist(s) be chosen from established, juried rosters with the specialized skills, experience or technical abilities for the project.
- **Direct Selection:** Recommending a specific artist who will be invited to submit a proposal for a specific site. Upon acceptance of the proposal the artist is commissioned for the project. 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 through this expedited process.
- **Artists on Design Teams:** Recommending 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(s) on Planning Teams:** Recommending 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.

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.

ACCESSIONING ARTWORK



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Accessioning artwork into the KCLS art collection implies the application of professional standards of care, display and maintenance of the artwork. The Art Oversight Committee (AOC) is responsible for making decisions regarding purchase or acceptance of potential accessions into KCLS' art collection.

All visual art forms may be considered, subject to limitations set by the AOC. Artworks will be accessioned based upon the following criteria:

- **Quality:** The inherent quality and authenticity of the work is of the highest priority.
- **Style and Nature:** The artwork should be appropriate in scale, material, form and content for the cultural and physical environment in which it is placed.
- **Elements of Design:** 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:** Consideration must be given to the durability of the piece as it relates to the insurance, repair and maintenance capacities of KCLS' operational budget.
- **Condition:** The artwork must be in good condition. 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.

Artworks will be accessioned into the 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.

GIFT CRITERIA

The Art Oversight Committee (AOC) must fully consider and evaluate potential gifts of art in light of their artistic, financial, curatorial and legal ramifications. Gifts must meet the Accession Criteria and be approved by the AOC. Gifts of art are made to the KCLS Foundation. Works accepted by the AOC are granted by the KCLS Foundation to KCLS. KCLS and the Foundation will accept only gifts with clear titles and without restrictions. In addition, the gift may also require a maintenance fund or endowment and provisions for lighting and security. KCLS and the Foundation will not accept any art that has contract stipulations that contradict the Art Program Policy.

A gift may be deemed inappropriate for accession if one or more of the following conditions exist:

- No suitable location for the artwork can be found
- The artwork indicates extraordinary maintenance or expense for placement
- The artwork does not meet the objectives of the art collection
- Acceptance of the artwork results in extraordinary liability, or represents other risk or exposure

LOANED ART CRITERIA



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Loans of art for one year or longer must meet the accession criteria and be approved by the Art Oversight Committee. . The terms of the loan must be mutually agreed upon, including the specific loan period and provisions for installation and maintenance. The lender assumes responsibility for removing the piece at the end of the loan period, unless a written extension is granted. A Loaned Art Agreement Form must be completed for all art loaned for one year or longer.

For information about short-term loans of art or other items (one year or less) please see the Display, Exhibit and Free Literature Space policy.

DEACCESSIONING ARTWORK

Deaccessioning standards shall be applied after careful evaluation and *not* because of changes in fashion and taste or on the basis of content. An artwork may be considered for deaccession when:

- The artwork has been damaged to the extent it no longer represents the artist’s intent, 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. For site-integrated or site-specific artworks, the site for which the artwork was specifically created is sold or otherwise altered.
- There is not a suitable site for the artwork and/or the artwork is not or is only rarely on display due to lack of a suitable 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.
- The artwork has been stolen.
- The artwork is replaced 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.

The Art Oversight Committee (AOC) shall review the recommendations for deaccessioning artwork and determine the action. Artists whose work is being considered for deaccession will be notified using the current address provided by the artist.



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All artworks under consideration for deaccession will be accompanied by a report prepared by the AOC for the Library Director, who will approve or disapprove the recommendation, including:

- 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 completed in accordance with KCLS' Surplus Policy as described in the KCLS Purchasing Policies Manual.

RE-SITING ARTWORKS

KCLS reserves the right to relocate 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 (AOC) 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 AOC will attempt to reach agreement with the Artist regarding any alterations or modifications to the art. In the event that the artist and the AOC are unable to reach agreement regarding relocation, alteration, or modification of the artwork, the artist may appeal to the Library Director in writing within 30 days following the determination or recommendation.

DEFINITIONS (if applicable)

- **Accessioning:** 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.
- **Deaccessioning:** The process for withdrawal of an artwork from the KCLS art collection through sale or disposal. This includes removal of the artwork from its public site, removal from the maintenance cycle and moving of records.

SEE ALSO...

- [Art Oversight Committee](#)
- Art Acquisition and Art Gift Form
- Loaned Items Display Form
- KCLS' Surplus Policy