

## **CEDARBURG PUBLIC LIBRARY ART POLICIES**

### **STATEMENT**

The Cedarburg Public Library (CPL) offers display space for the exhibition of artwork, crafts, and collections of unique, interesting, historical or culturally significant items to fulfill its mission to promote educational enrichment and to increase public awareness of the Library's resources. All exhibits are free and open to all.

The Library Art Committee (LAC), under the direction of the Cedarburg Library Board is responsible for the selection of artwork placed throughout the Library and the administration of all Art Exhibitions within Library facilities. Cedarburg Library art exhibits shall be comprised of works that have particular relevance to the Library's collections, have relevance to the Cedarburg community as a whole and have artistic and educational merit. Exhibitions will represent a broad spectrum of artistic expression.

### **ORGANIZATIONAL STRUCTURE**

**ART COMMITTEE** – The Cedarburg Public Library Art Committee (LAC) will provide consistent oversight and policy guidance for art program / exhibition management as well as project specific recommendations for accepting exhibitions of art.

The LAC will be appointed by the Board and shall include representatives from each of the following; the CPL Board, the Friends of the Library, Library staff, a local artist and an art professional, and public schools LAC members will serve a 2-year term, three positions alternating every other year and may be appointed to serve additional terms. It is suggested an "arts facilitator" be appointed from the LAC, whose duties will include liaison between exhibitors and LAC as well as supervision of all installations.

The LAC shall:

- Meet at least four times per year.
- Review and approve procedures related to the CPL art program and art collections, including exhibitions, loans of art, commissioning, purchasing, placement, deaccessioning, gifts and related agreements and contracts.
- Review and recommend all art projects proposed by individuals or organizations
- Recommend members of ad hoc, sub-committee Art Project Panels.
- Convene ad hoc Art Project Panel when appropriate
- Determine, per proposal any exceptions or variations of the guidelines
- Resolve aesthetic disputes involving CPL art.

Artist Project Panels (ad hoc, sub-committee) may include artists, professionals, CPL staff and citizen representatives when appropriate and shall follow the charge provided by the LAC. For the art project they are appointed, their responsibilities may include:

- Soliciting proposals or portfolios where necessary.
- Reviewing artist submissions.
- Approving exhibitions, based on the established criteria, subject to confirmation by the LAC.
- Providing reports to the LAC documenting reasons for its recommendations.
- Notifying exhibitors of application status.
- Providing information to exhibitors regarding policy, dates, delivery, installation and removal of artwork.
- Creating promotional and informational materials.
- Participation in related events.

## EXHIBITION SPACES AND PROCEDURES

Exhibition spaces are defined by the CPL and the LAC and may include areas for permanent display, long-term display and temporary or event display. These areas are identified as “General Library” (long term), “Community Room” (short term), “Building and/or Exterior” (permanent). Exhibitors, individual or organization, must submit an application and/or proposal. Completed applications may be returned to the CPL and will be forwarded to the LAC.

- Applications will be reviewed quarterly with submission deadlines of January 5, April 5, July 5, and October 5.
- All applications must be accompanied by images of proposed artwork, preferably digital.
- The LAC (or ad hoc art panel) will meet quarterly to review applications and exhibitors will be notified by the 15<sup>th</sup> of the month following the due date.
- Exhibitors may appeal LAC decisions to the CPL Board.
- If approved, all terms of agreement between CPL and exhibitor must be stated in a written, signed Agreement between both parties before the exhibition is displayed.
- All artwork must be display ready. Installation is the responsibility of the exhibitor in coordination with the exhibition facilitator appointed by the LAC.
- Care will be taken to protect exhibits, however, the CPL cannot be responsible for loss due to theft or damage. CPL suggests that exhibitors insure works of value.
- Exhibitions will remain on display for the pre-agreed period of time. However, CPL use of display areas take precedence over any other use and reserves the right to request the exhibitor to remove the exhibition at any time.
- No pricing shall be displayed. Sales inquiries will be referred to the artist or his agent.
- The exhibitor is responsible for the timely dismantling and removal of the exhibition on or before the date specified in the Agreement.

## EXHIBITION CRITERIA

The LAC shall be responsible for all decisions on whether or not to exhibit art work at CPL. The LAC will strive to present exhibitions that promote access to and stimulate interest in a wide variety of ideas. Exhibition areas shall be defined as “General Library”, “Community Room” and “Building/Outdoor”.

Exhibitions will be evaluated based on the following criteria:

- Quality; the inherent quality and authenticity of the work.
- Media; all visual forms may be considered subject to logistics and limitations set by the LAC.
- Artist; selection may consider the local and/or national renown of the artist.
- Relevance to CPL programs.
- Style and nature; the artwork should be appropriate in scale, material, form and content for the physical environment in which it is to be placed.
- Elements of design; the LAC and the artist understand the public may have considerations other than aesthetic, including that it may serve to enhance or define specific spaces or establish identity within the CPL.
- Copyrights; all work must be in compliance with current copyright laws.
- Safety; no work will be accepted that create unreasonably unsafe conditions or factors that may bear on public liability.
- Condition; artwork must be in good condition and ready for placement.
- Special needs, costs, or requests associated with proposed exhibits.
- Storage; CPL is unable to provide storage for artwork.

In keeping with the CPL’s “free and open to all” principles, no admission charges, requests for donations, or sale of artwork will be permitted. Any sales resulting from an exhibition will be made between the artist and the buyer, outside CPL facilities. The CPL will allow exhibitors to include their name and contact information.

Exhibitors shall agree to hold harmless, the City of Cedarburg, the Cedarburg Public Library, its employees and the Board of Trustees against any theft, damage or liability as a result of its use of CPL exhibition space.

The CPL subscribes to the use of its facilities in a manner consistent with the ALA Library Bill of Rights. Permission to use the CPL space does not imply endorsement or approval of exhibitor's beliefs, policies or programs by the CPL or its Board.

## ART ACQUISITION AND PLACEMENT POLICY

The Art Acquisition and Placement Policy define the criteria by which the CPL acquires artwork for its Public Art Collection. Artwork for display in CPL will be acquired through purchase, donation, commission, loan, or short-term exhibition in accordance with the mission, goals and objectives of the CPL. The following acquisition criteria will be applied:

- As a whole, the CPL Art Collection will represent a broad spectrum of artistic expression with an emphasis on themes that represent the CPL and the Cedarburg community.
- Recognizing the subjective nature of all art, artwork must have artistic merit, meet acceptable aesthetic standards and be appropriate for the library setting
- Artwork must be original, signed or authenticated reproduction of merit.
- The LAC will coordinate the location of all artwork with the donor.

All acquisitions will be selected in accordance with recommendations by the LAC and approval of the CPL Board. The views expressed in the artwork collection at CPL are those of the artist and not necessarily those of the library, its staff, or supporting organizations. Artwork that no longer has a relevant place in the Art Collection will be deaccessioned in accordance with recommendations by the LAC and approval by the CPL Board.

## TEMPORARY ART EXHIBITS

The Cedarburg Public Library regularly exhibits the work of local artists. If you would like your art displayed, please follow the following instructions:

- Temporary Art Exhibition space will be provided in the Community Room of CPL.
- Submit an application provided by the CPL. Include images (preferably digital).
- The LAC reviews applications quarterly and you will receive notification on the status of your application by the 15<sup>th</sup> of the month following the review.
- If approved, you and a LAC representative will sign an Agreement stipulating the location of the exhibit, dates for the exhibit, regulations for installation and removal of the exhibit and other details.
- The artist is responsible for coordinating the installation and removal of the exhibit with the LAC appointed art facilitator.
- The art facilitator must approve the exhibit after it is in place.
- A complete list of all the artworks must be provided to the art facilitator.
- Artwork is usually exhibited for up to 90 days.
- You may exhibit your work once within a two-year period.
- The artist or organization exhibiting artwork is responsible for proper labeling, providing information relevant to the exhibit and any promotional materials associated with the exhibit.
- Any event associated with the exhibit such as an opening, lecture, demonstration, etc. must be approved by the LAC and arranged with the art facilitator.
- The exhibitor must understand, respect and follow the guidelines as described in the CPL Arts Policies.

## LONG TERM EXHIBITS

The Cedarburg Public Library provides opportunities throughout the library for the presentation and display of artwork deemed appropriate for programs that enhance the library experience. These exhibits are generated through suggestions made by community citizens to the LAC and approved by the CPL Board. These exhibitions may include:

- Artwork from the CPL Permanent Collection.
- Artwork selected to emphasize a theme that focuses on a literary, historical, cultural, community or other subject.
- Artwork created from local school programs.
- Artwork created through CPL programs.
- Collections on loan from, businesses, public institutions or private individuals.
- Collections on loan from art museums.
- Lecture series.
- Reading lists for books related to the exhibition.
- Video and/or movies related to the exhibition.

These exhibits are intended to encourage community interest and involvement with all aspects of the CPL. It is an opportunity for a selected presentation of art, curated by people who have specialized interest and knowledge of the theme. Exhibitions of this nature should remain for periods of six months to one year. Information about the exhibition and its purpose will be provided to the public by the CPL. Guidelines will be established by the LAC. The LAC will review proposed programs and develop exhibition plans.

Approved:

Board of Directors  
Cedarburg Public Library  
Date; \_\_\_\_\_  
Cedarburg, Wisconsin

Revised  
Date; \_\_\_\_\_