

Hinsdale Public Library

Art Policy

The Board of Trustees of the Hinsdale Public Library supports rotating art exhibits in the Library and the acquisition of art for a permanent Library collection. This policy shall govern those activities and objectives.

I. Background

In June of 2010, the Board passed a resolution adopting a two-part art plan involving (1) rotating art exhibits in the Library and (2) the development of a permanent art collection for the Library. In addition to complementing the Library's newly renovated spaces, the Board determined that this plan for bringing art to the Library supports the Library's mission:

The mission of the Hinsdale Public Library is to be the community destination for literary and cultural enrichment and informational and educational support.

Art makes the Library a "destination" for people who might not otherwise visit, and art on otherwise bare walls, along with the discussions and programs the art generates, is culturally enriching. Furthermore, offering art in the Library creates a number of opportunities for the Library to support the art education programs of local schools.

II. Art Plan: Part 1 - Rotating Exhibits

The Art Committee (see below) will explore ideas for exhibits, work with artists to organize exhibits, oversee installations, and establish an on-going schedule of exhibits. The selection of artists and exhibit topics will be within the sole discretion of the Art Committee. When possible and appropriate, opening receptions will be held to allow patrons to meet the artists and exhibiting artists will conduct workshops or other programs related to their work.

A. Selection Criteria

Proposed exhibits will be evaluated according to the following criteria:

- **Chicago-Area Artist**

The Library is committed to exhibiting the work of artists who have significant ties to the Chicago area. Accordingly, generally, each exhibiting artist must currently be working in the Chicago area or must have spent a significant portion of his or her career in the Chicago area. Exceptions may be made at the discretion of the Art Committee.

- **Artistic Merit**

The Library is committed to exhibiting works of art that are of high artistic quality and that reflect original concepts.

- **Interest to the Community**

The imagery or subject matter should engage the community by inspiring consideration, questions and/or conversation. In addition, the Committee may consider:

- whether the artist or artists have particular ties to the community
- whether the artist or subject matter will be of particular interest to local art students or other segments of the community
- whether the subject matter is particularly appropriate for the Library or might be scheduled to coincide with a particular Library program

- **Physical and Financial Considerations**

Mindful of the public nature of the Library facility and the Library's inability to consistently monitor its exhibit space, the Committee will consider:

- appropriateness of scale and design for the Library's exhibit space
- fragility and/or susceptibility to damage
- likelihood of vandalism
- any potential risk to the public
- costs associated with the installation of the exhibition

B. Insurance and Liability

The Library does not insure any artwork that is loaned to the Library for temporary exhibit.

C. Requirements of Exhibiting Artists

Exhibiting artists must agree to the terms set forth in the Library's Exhibition Contract, *attached hereto as Appendix A.*

III. Art Plan: Part 2 - Collection Development

The Art Committee, working on its own or with the assistance of a consultant, will seek out works of art for the Library to acquire for a permanent collection. Its objective will be to create a diverse collection, of high artistic merit, that will engage the public, complement the Library facility and elevate the Library's contribution to the community.

A. Methods of Acquisition

1. Except as provided below regarding long-term loans, works of art acquired by the Library shall become the sole property of the Library and shall not be encumbered or restricted in any way. Title shall vest in the Hinsdale Public Library.
2. Works of art may be added to the collection by any of the following methods whereby clear title passes to the Library:
 - purchase
 - commission
 - gift or bequest
 - exchange

3. In the case of unique or otherwise significant objects, or under extraordinary circumstances, the Library may consider accepting a work of art as a long-term or indefinite loan.

B. Selection Process

The Art Committee will determine whether to accept gifts, bequests, exchanges, or loans or whether to commission or purchase particular works of art. Upon being presented with or otherwise identifying an artist or a particular work of art for consideration, the Committee will review and evaluate information on the artist and his or her work according to the criteria set forth below. The Committee may consider a work individually or collect proposals to compare and contrast.

C. Selection Criteria

Selections will be evaluated for acquisition according to the following criteria:

- **Location, Experience and Reputation of Artist**

Every piece in the collection will be by an artist who has significant ties to the Chicago area. Specifically, the artist must currently be working in the Chicago area or must have spent a significant portion of his or her career in the Chicago area. The Committee will also consider the artist's background, including professional and exhibition experience, and critical assessments of the artist's work.
- **Artistic Merit**

The Library is committed to purchasing works of art that are of high artistic quality and that reflect original concepts. In addition, the imagery or subject matter should engage the community by inspiring consideration, questions and/or conversation.
- **Diversity and Context**

The Library is committed to creating a diverse collection, taking into account the confines of its space and the fact that it is -- first and foremost -- a public library. Towards that end, in considering each piece for acquisition the Committee will consider:

 - the relationship of the piece to other works in the permanent collection
 - the contribution of the piece toward creating a diverse collection
 - the compatibility of the piece within the context of the Library
- **Physical Considerations**

Mindful of the public nature of the Library facility, the Committee will consider:

 - whether the scale and design are appropriate for specific areas of the facility
 - fragility and/or susceptibility to damage
 - likelihood of vandalism
 - any potential risk to the public
- **Financial and Security Considerations**
 - purchase cost
 - estimated costs associated with fabrication and installation
 - estimated costs of proper care, including conservation, and maintenance

- estimated cost of proper insurance based on a statement of value (i.e., amount of artist's commission or contract, or professional written appraisal of existing works of art)
- warranty of authenticity and satisfactory provenance (outside counseling and expertise will be used as needed)

D. Acquisition Decisions

A decision to acquire a work of art for the Library's permanent collection will be within the sole discretion of the Art Committee and will require votes in favor by a majority of the Committee, including at least two Trustees and the Executive Director.

E. Additional Acquisition Guidelines

1. The Art Committee may engage professional artists or consultants to assist in evaluating existing works of art.
2. The Library must be able to properly insure all acquired works of art.
3. The Library will not consider any condition imposed by a donor, lender, or seller that contains advertising.
4. The Library will not acquire any materials that attach the condition of periodic or permanent display.
5. To avoid any conflict of interest, or the appearance thereof, the Library will not acquire any work by an artist who is a current member of the Art Committee or who has been a member of the Art Committee within the previous 2 years.
6. If Library funds are used to acquire a work of art, the Library will purchase the art object from the seller. If private funds are used to acquire a work of art, the donor(s) may directly purchase the art object from the seller and then present it to the Library.
7. The donor(s) will provide the Library with a Deed of Gift, signed by the donor(s) in a form approved by the Library (attached hereto as Appendix B).

F. Deaccessioning Artwork

- The Library reserves the right to remove artwork from the permanent collection that is judged to be no longer appropriate for the collection. Considerations include, but are not limited to:
 - The work is too large to fit into available or prospective locations or otherwise does not work well in the Library's space;
 - The cost to repair a work exceeds the value of the work itself; or
 - The work no longer meets the criteria of the collection.
- A decision to deaccession artwork from the Library's permanent collection will be within the sole discretion of the Art Committee and will require votes in favor by a majority of the Committee, including at least two Trustees and the Executive Director.
- The Library reserves the right to dispose of removed artwork as it sees fit, in accordance with the laws of the State of Illinois governing the disposal of Library property (see 75 ILCS 5/4-16).

- No donated artwork shall be deaccessioned for any reason for two years after the date of its acquisition (in accordance with IRS requirements).
- Revenue from the sale of deaccessioned artwork will be used for the support and/or development of the Library's permanent art collection.

G. Insurance and Records

- Immediately upon acquisition of a work of art by the Library, the work will be insured for its purchase price or appraised value.
- Immediately upon acquisition of a work of art by the Library, the work will be registered by Library staff. Registration information will include, at a minimum, the following items:
 - Registration number, consisting of the year donated and item number in order of receipt. This number will be marked permanently on the art object for identification.
 - A detailed physical description of the work of art.
 - Photograph(s), for purposes of record and identification.
- The Library will be responsible for maintaining all records of an acquired work of art, including registration information, any Deed of Gift, and any appraisal reports or information.

IV. Art Committee

The Art Committee is a standing Library committee charged with implementing the Hinsdale Public Library Art Plan in accordance with this policy. Trustee members are appointed by the President of the Board of Trustees in accordance with the procedure set forth in the Library's Bylaws. Members other than Trustees will be appointed by the President of the Board of Trustees as necessary and will serve until they resign or until explicitly replaced by the President. Ideally, the Committee will comprise the following:

- 2-3 Trustees
- Hinsdale Public Library Executive Director
- 1 representative from Hinsdale Center for the Arts
- 1 representative from Hinsdale Public Library Foundation
- 1 art teacher from a local school
- 2-3 residents (artists or art enthusiasts)

It may not be possible or practical to achieve this exact configuration of members, however, and the President may use his or her discretion in making Committee appointments, provided that *there shall be a minimum of five members - - including the Executive Director and two Trustees - - on the Committee at all times.*

V. General Guidelines

1. Approved works of art that are gifts or bequests are tax deductible to the extent allowed by law. Note: Individuals can make tax-deductible gifts to libraries and other governmental bodies without the benefit of 501(c)(3) status. However, many private, corporate, and community foundations will only make gifts to 501(c)(3) organizations.

Individuals who direct their giving through charitable gift funds at financial institutions, as well as corporate matching gift programs, may also require that an organization have 501(c)(3) status.

2. The Library does not issue appraisals of any kind for works of art. When deemed appropriate, the Board of Trustees shall direct the staff to obtain appraisals of works of art that have been acquired by the Library.
3. The placement of acquired artwork within the Library will be decided by majority vote of the Art Committee, including the assent of the Executive Director.
4. Artwork in the permanent collection that is not on display in the Library's public spaces may be displayed in staff offices and common areas at the discretion of the Library Director.
5. A plaque, museum-style signage, or some other similar appropriate device may be affixed on or near a work of art, describing the object and listing the donor(s) and other pertinent information.
6. The artwork in the permanent collection will be reviewed periodically by the Art Committee with regard to relevance, appropriateness for the collection, and placement within the Library.
7. The Library should not censor or remove a work of art from an exhibit or from the Library's permanent collection because members of the community disapprove of its content. Those who object to the content of any display of art at the Library may submit a written objection to the Board of Trustees.

Approval History:

Adopted by the Board of Trustees on ___October 25, 2011_____



Hinsdale Public Library
Exhibition Contract

Dear _____ (hereinafter "Artist"):

Thank you for accepting the invitation to exhibit at Hinsdale Public Library (hereinafter "HPL"). After you have carefully reviewed and understand our policies, please sign and return this contract to HPL; we will forward a countersigned copy to you for your records. Your signature indicates your acceptance of these policies.

Artist's Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Email: _____

- Labeling: Work must be labeled on the back with Artist's name; title; medium; dimensions; price or value; for sale (FS) or not for sale (NFS).
- Credit Line (the exact form of Artist's name as it should appear on exhibition labels):

- Publicity: HPL will prepare a press release regarding the exhibit for local media, and Artist will supply a brief biography and/or artist statement to HPL by the date HPL stipulates.
- Reception: HPL will host a reception for Artist, family, friends, and the public on _____, and Artist agrees to attend.
- Delivery of Work: Artist will deliver the exhibition piece(s) to HPL (at 20 E. Maple St., Hinsdale) on _____.
- Exhibit Dates: Begins _____ Closes _____
- Installation: Artist is responsible for installing all exhibit pieces in the designated area. Artwork must be ready for exhibition with two-dimensional work having proper matting, framing and wire for hanging. Three-dimensional work should be ready for the display cases and all work must be tagged on the back with title. Any work not conforming to these standards will not be exhibited. (The Library's hanging system allows for some flexibility in height and location of paintings. No additional hooks, nails, or other fasteners will be attached to the walls of the Library. Additional hangers are available.)

- Retrieval of Work: Artist will retrieve the exhibition pieces from HPL within 3 business days of the closing of the exhibit.
- Sales: If the artwork Artist is exhibiting at HPL is for sale, a price list must be included. Library staff will contact Artist if interested parties inquire about purchasing artwork. Artist will act as his or her own agent. Artist is responsible for any and all applicable sales and income taxes.
- Insurance and Liability: HPL does not insure artworks on display for temporary exhibit, and HPL is not responsible for Artist personally or for any of Artist's property while on HPL's premises or in transit to or from HPL for exhibition purposes.

Artist Signature

Date

HPL Signature

Title

Date

Return signed contract to:

Karen Kleckner Keefe, Executive Director
Hinsdale Public Library
20 E. Maple St.
Hinsdale, IL 60521

Phone: 630-986-1976



ESTABLISHED CONDITIONS for DEED of GIFT
to the ART COLLECTION of the HINSDALE PUBLIC LIBRARY

Gifts of art and artifacts are accepted by the Board of Trustees of the Hinsdale Public Library (hereinafter "Library"), on behalf of the Library's Art Committee, to broaden the resources of the Library and forward our mission of serving as a community destination for literary and cultural enrichment. The following terms of agreement are intended to ensure the broadest and most effective fulfillment of that goal:

1. Gifts must be legally owned by the Donor and free of liens or claims;
2. Gifts become the sole property of the Library;
3. Disposition of gifts is at the discretion of the Library;
4. All appraisals of value shall be the sole responsibility of the Donor; and
5. Contributions of all works of art and/or funds are tax deductible within the limits prescribed by the U.S. Internal Revenue Code.

This agreement is made and accepted subject to the foregoing terms and those hereinafter stated.

DEED of GIFT

Declaration of Gift: By these presents, I (we) hereby irrevocably and unconditionally transfer to the Library, by way of gift, all my (our) right, title, and interest, in and to the following object(s) which I (we) own:

IN WITNESS WHEREOF, the parties hereto have executed this Deed of Gift at Hinsdale, IL.

By (SIGNATURE): _____, Donor

Name: _____

Address: _____

City, State ZIP Code: _____

STATE OF _____)

) ss.

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, _____,

by _____ (NAME OF DONOR).

(SEAL)

Signature of Notary Public

By (SIGNATURE): _____, Donor

Name: _____

Address: _____

City, State ZIP Code: _____

Date: _____

STATE OF _____)

) ss.

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, _____,

by _____ (NAME OF DONOR).

(SEAL)

Signature of Notary Public

This gift is accepted by the Board of Trustees of the Hinsdale Public Library, Illinois.

By (SIGNATURE): _____, President, Board of Trustees

Name: _____

Date: _____

Attest (SIGNATURE): _____, Library Director

Name: _____

Date: _____