

Hinsdale Public Library

Art Policy

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

Background

In June of 2010, the Board passed a resolution adopting a two-part art plan involving (1) temporary 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 supported the Library's mission "to be the community destination for literary and cultural enrichment and informational and educational support."

Art Committee

- A. The renewal of the Art Committee as a standing Library committee will be made by the Board President at the Annual Meeting of odd-numbered years, when committee appointments are made.
- B. The Art Committee shall, ideally, consist of the following:
 - a. 2-3 Trustees
 - b. Hinsdale Public Library Executive Director
 - c. 1 art teacher from a local school
 - d. 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 of the Board and the Art Committee Chair may use their 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.

- C. Trustee members of the Art Committee shall be appointed by the President of the Board in accordance with the procedures set forth in the Bylaws. The Chair of the Art Committee, who must be a Library Trustee, shall be appointed by the President for a two-year term, and the President may reappoint the Chair for additional two-year terms.
- D. Non-Trustee members of the Art Committee shall be appointed by the President of the Board, with input from the Library Trustees on the Art Committee. A non-Trustee member shall serve for a term of two years following his or her appointment unless before then he or she resigns or is explicitly replaced by the Board President. At the end of any non-Trustee member's term, the Board President may request that the member continue to serve for an additional two-year term.
- E. The Executive Director of the Library is a voting member of the Art Committee. The Executive Director may abstain from voting on any action and refer that action to the Library Board of Trustees for review and decision.

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Funding

The Art Committee manages and approves expenses related to temporary exhibits and the Library's permanent collection.

The Library's Art Fund has the following funding sources:

- a. Proceeds from the Library's Used Book Sale
- b. Donations or grants designated for the Art Fund

The Art Committee may also request that the Board of Trustees approve funding support for specific art-related initiatives or acquisitions from the Library's operating or capital budget.

Temporary Exhibits

The Art Committee will explore ideas for exhibits, work with artists to organize exhibits, oversee installations, and establish an on-going schedule of exhibits. The Art Committee will select the artists and exhibit topics to be displayed. When possible and appropriate, opening receptions will be held to allow patrons to meet the artists. Exhibiting artists may be invited to conduct workshops or other programs related to their work.

A. Selection Criteria

Proposed exhibits will be evaluated according to the following criteria:

1) Chicago-Area Artist

The Library is committed to exhibiting the work of artists who have significant ties to the Chicago area. 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 by the Art Committee.

2) Artistic Merit

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

3) 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:

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

4) 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:

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

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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.

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 value 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:
 - a. purchase
 - b. commission
 - c. gift or bequest
 - d. exchange
- 3) In the case of unique or otherwise significant objects, 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:

- 1) 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.
- 2) Artistic Merit

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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.

3) 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:

- a. the relationship of the piece to other works in the permanent collection
- b. the contribution of the piece toward creating a diverse collection
- c. the compatibility of the piece within the context of the Library and the Library's mission

4) Physical Considerations

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

- a. whether the scale and design are appropriate for specific areas of the facility
- b. fragility and/or susceptibility to damage
- c. likelihood of vandalism
- d. any potential risk to the public

5) Financial and Security Considerations

- a. purchase cost
- b. estimated costs associated with fabrication and installation
- c. estimated costs of proper care, including conservation, and maintenance
- d. estimated cost of any additional insurance obligations

D. Acquisition Decisions

The Art Committee will select works of art for the Library's permanent collection and will require votes in favor by a majority of the Committee, including all 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.

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- 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

- 1) The Library reserves the right to remove artwork from the permanent collection. Considerations include, but are not limited to:
 - a. the work is no longer suitable for the Library
 - b. the cost to repair a work exceeds the value of the work itself
 - c. the work no longer meets the criteria of the collection.
- 2) The Art Committee will determine whether or not to deaccession artwork from the Library's permanent collection and will require votes in favor by a majority of the Committee, including all Trustees and the Executive Director.
- 3) 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).
- 4) No donated artwork shall be deaccessioned for any reason for two years after the date of its acquisition (in accordance with IRS requirements).
- 5) Revenue from the sale of deaccessioned artwork will be designated for the Library's Art Fund.

G. Insurance and Records

- 1) Information about pieces in the permanent collection, including estimated value, will be provided to the Library's insurance carrier, as needed.
- 2) The Library will maintain records of all acquisitions that include
 - a. Contracts and invoices
 - b. A detailed physical description of the work of art
 - c. Photograph(s), for purposes of record and identification

Reconsideration Requests

Patrons are welcome to discuss their concerns about items in the art collection with the Library's administration. If that discussion does not adequately resolve the patron's concern, he/she may submit a written request for reconsideration.

Process

- Patron submits letter to the Executive Director outlining concerns and requested action.
- The Executive Director will review the letter with the Board President and the Art Committee; the Executive Director may request feedback or action from the Board of Library Trustees, as well.

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- The Executive Director replies to patron with his/her decision to remove, relocate, otherwise address concerns about the artwork, or to take no action.

Appeal

- To appeal a decision made by the Executive Director, a patron may submit a request to the President of the Board of Library Trustees via letter or email.
- If the full Board of Library Trustees did not vote on the Executive Director's previous decision, they will do so at this time.
- The Executive Director or Board President will contact the patron with the Board's decision.

The Board aims to resolve all patron issues in a timely manner.

Artwork undergoing review within the context of the formal request for reconsideration process may be removed from public display pending resolution of the process.

General Guidelines

- A. Approved works of art that are gifts or bequests are tax deductible to the extent allowed by law.
- B. The Library does not issue appraisals of any kind for works of art. When deemed appropriate, the Art Committee shall direct the staff to obtain appraisals of works of art that have been acquired by the Library.
- C. The placement of acquired artwork within the Library will be decided by majority vote of the Committee, including all Trustees and the Executive Director.
- D. 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.
- E. Identification labels shall be affixed on or near a work of art, describing the object and listing the artist and other pertinent information.

Adopted by the Board of Trustees on October 25, 2011
Revised: 02/24/15, 08/21/18

Hinsdale Public Library | Exhibition Contract

(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 as set forth in this contract, 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 the terms of this contract.

Artist's Name (as it should appear in publicity and on exhibition labels): _____

Address: _____

Phone: _____ **Email:** _____

Opening Date: _____ all applicable sales and income taxes.

Closing Date: _____

Approximate Dates: The Opening Date and Closing Date specified above are approximate. Artist's exhibition pieces will be available to HPL from the Opening Date to the Closing Date, but the exact dates of installation and removal of the exhibition will be finally determined by HPL in consultation with Artist.

Delivery and Installation of Work: Artist or his/her designee will deliver the exhibition pieces to HPL (at 20 E. Maple St., Hinsdale) and assist in the installation of the exhibit.

Retrieval of Work: Artist or his/her designee will retrieve the exhibition pieces from HPL within 3 days of the Closing Date.

Labeling: Individual exhibition pieces must be labeled on the back with Artist's name and the title of the piece. HPL will prepare labels that will appear adjacent to Artist's exhibition pieces and - - no later than 5 business days prior to the Opening Date - - Artist will provide to HPL a list of the exhibition pieces, including (for each piece): title; medium; dimensions; for sale (FS) or not for sale (NFS).

Publicity: HPL will prepare a press release regarding the exhibit for local media, and Artist will supply a brief biography and/or artist statement and a title for the exhibit to HPL by the date HPL stipulates.

Sales: No prices are to appear on the front of or adjacent to individual exhibition pieces. If Artist's exhibition pieces are for sale, a price list - - including Artist's contact information - - may be provided to HPL for placement in the exhibition space. Artist will act as his or her own agent in any purchase/sale of Artist's work, and Artist is responsible for any and all applicable taxes.

Insurance and Liability: HPL does not provide insurance coverage for artwork in temporary exhibits, 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.

Approval of Exhibit: Artwork is exhibited at the sole discretion of HPL. An invitation to exhibit at HPL does not imply pre-approval of any particular exhibition pieces, and HPL reserves the right to remove or refuse to exhibit any of Artist's work for any reason.

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

