

Hinsdale Public Library

Art Advisory Commission Policy

The Board of Trustees of the Hinsdale Public Library (HPL) (hereinafter “The Board”) supports community collaboration in the development of temporary art exhibits in the Library and the acquisition of art for a permanent Library collection. This policy shall govern those activities and objectives.

Objectives

The Board believes that bringing art to the Library supports the Library’s mission to celebrate lifelong learning and foster community connections through innovative educational and cultural experiences

The Art Advisory Commission (hereinafter “the Commission”) is a collaboration between the Board and Hinsdale artists, art experts and art enthusiasts. The Commission will assist the Library:

- in identifying and evaluating artists and ideas for temporary art exhibits
- in identifying and evaluating potential additions to the permanent art collection
- in developing art-related programming
- in the continual promotion of the permanent art collection
- in identifying opportunities for the Library to collaborate with other Hinsdale organizations on community art initiatives
- in the setting, documentation, and administration of a regular schedule for the maintenance, care, and appraisal of works of art in the permanent collection

Commission Structure and Appointments

- A. The Commission shall, ideally, consist of the following:
- a. 2-3 Board Trustees
 - b. HPL Executive Director
 - c. 2-3 Hinsdale residents (artists, art experts or art enthusiasts)
 - d. 1 art teacher from a Hinsdale school*

*The Hinsdale residency requirement that applies to Commission members does not apply to art teachers from Hinsdale schools

It may not be possible to achieve this exact configuration of members, however, and the President of the Board and the Commission Chair may use their discretion in making Commission appointments, provided that there will be a minimum of five members — including the Executive Director and two Trustees — on the Commission at all times.

- B. HPL Trustees on the Commission will be appointed by the President of the Board in accordance with the procedures set forth in the Bylaws.

The Chair of the Commission, who must be a Trustee, will be appointed by the Board President for a 2-year term, and the President may reappoint the Chair for additional 2-year terms.

- C. Non-Trustee members of the Commission will be appointed by the Board President with input from Trustee members of the Commission.

A non-Trustee member shall serve for a term of 2 years unless he or she resigns or is explicitly replaced by the Board President before the term expires. At the end of any non-Trustee member's term, the Board President may request that the member continue to serve for an additional 2-year term.

- E. The Executive Director of the Library is not a voting member of the Commission but serves in an advisory role. The Executive Director also facilitates good communication between the Commission and the Board.

Funding

Art initiatives and related expenses at the Library are funded by:

- A. Proceeds from the Library's Used Book Sale
- B. Donations or grants designated for the activities of the Commission

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

Temporary Exhibits

The Commission, in cooperation with Library staff, will explore ideas for exhibits, work with artists to organize exhibits, oversee installations, and establish an on-going schedule of exhibits. Exhibits should not exceed four per year and are scheduled based on the availability of the artist, the availability of the space, and the Library's ability to adequately support and promote the exhibit.

The Commission 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.

Any exhibits that require funding by the Library will be referred to the Board for approval.

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, with special consideration given to artists connected to the Hinsdale community. 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 Commission.

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 Commission 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 Commission 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

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 Commission's objective will be to assist the Library in creating a diverse permanent collection of high artistic merit that will engage the public, complement the Library facility, and elevate the Library's value to the community.

Upon Board request, the Commission, working on its own or with the assistance of a consultant, will seek out works of art for acquisition by the Library.

Additionally the Commission may alert the Board when they encounter an opportunity to acquire a work of art for the permanent collection that fulfills the objectives stated above. The Board will determine whether an acquisition is appropriate at that time, and

if so, will authorize the Commission to proceed with their thorough evaluation of the artist and the particular work of art.

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

Upon identifying an artist or a particular work of art for consideration, the Commission will inform the Board of the opportunity. If the Board agrees an acquisition is appropriate at that time, the Commission will proceed with their thorough review and evaluation of the artist and his or her work according to the criteria set forth below. The Commission 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 Commission will also consider the artist's background, including professional and exhibition experience, and critical assessments of the artist's work.
- 2) 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.
- 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 Commission 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 Commission 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

Upon a majority vote, the Art Advisory Commission will recommend to the HPL Board the acceptance of gifts, bequests, exchanges, or loans, or whether to commission or purchase a work of art.

E. Additional Acquisition Guidelines

- 1) The Art Advisory Commission may engage professional artists or consultants to assist in evaluating existing works of art, with contracts going to the Board for approval.
- 2) The Library must be able to properly insure all acquired works of art.
- 3) The Library will not acquire any materials that attach the condition of periodic or permanent display.
- 4) 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 Advisory Commission or who has been a member of the Commission within the previous 2 years.
- 5) 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 Advisory Commission will evaluate whether or not to recommend deaccession of artwork from the Library's permanent collection and upon a majority vote, will make a recommendation to the Board
- 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 Initiatives

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 Advisory Commission; the Executive Director may request feedback or action from the Board of Trustees, as well.
- 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 Trustees via letter or email.
- If the full Board of 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. Works of art that have been acquired by the Library will be appraised and maintained according to the schedule recommended by the Art Commission
- C. 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.
- D. 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, 04/16/19.

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: _____

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

