

Hinsdale Public Library

Art Policy

The Hinsdale Public Library's art initiatives are designed to fulfill goals in the library's current strategic plan, by showcasing art from diverse talents that will engage the public and complement the library's space. Initiatives include a permanent collection of artworks, temporary exhibits, and other art-related programming. The library established its Art Advisory Commission to assist with these initiatives.

The Art Advisory Commission

The Art Advisory Commission is a collaboration between the Hinsdale Public Library Board of Trustees and Hinsdale artists, teachers, art experts and art enthusiasts. The Commission's role is to help HPL:

- identify and evaluate artists and ideas for temporary art exhibits at the library, typically three or four a year.
- serve as a resource for art-related programming at the library or in collaboration with other Hinsdale or Chicagoland organizations.
- promote the library's permanent art collection.
- oversee a regular schedule for the maintenance, care, and appraisal of works of art in the HPL permanent collection.
- evaluate potential additions to the collection, when requested by the Board.

The structure of the Art Advisory Commission is outlined in the Bylaws of the Board of Trustees.

HPL Art Initiatives: Goals and Considerations

Proposed exhibits and any potential additions to the permanent collection will be evaluated according to the following criteria:

First, HPL 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 or whose work has particular interest to the community—including artists or subjects that coincide with other HPL initiatives, or important initiatives from partner organizations. Generally, each exhibiting artist should currently be working in the Chicago area or have spent a significant portion of their career in the Chicago area.

Second, recognizing that HPL is a public building, the Commission, the Board and staff should respect the following physical and financial considerations in planning exhibits and considering new pieces for the permanent collection:

- a. the appropriateness of scale and design for HPL's exhibit space.
- b. the art's fragility and/or susceptibility to damage.
- c. the likelihood of vandalism.
- d. any potential risk to the public.
- e. the costs associated with installing the exhibition or collection piece.
- f. HPL's ability to properly insure an acquired piece.

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

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

Maintenance of the Permanent Collection

Artworks in the permanent collection will be appraised and maintained according to a schedule recommended by expert consultants and/or the Art Commission.

Permanent collection pieces not on display in HPL's public spaces may be displayed in staff offices and common areas at the discretion of the Executive Director.

HPL staff will maintain records for the permanent collection, including contracts and invoices, a detailed physical description of each piece, and photograph(s), for purposes of record and identification. Information about individual pieces, including estimated value, will be provided to HPL's insurance carrier, as needed.

Additions to the Permanent Collection

The Board may ask the Commission, working on its own or with a consultant, to seek out works to add to the permanent collection. Potential acquisitions will be evaluated by the Commission; Commission recommendations will be conveyed to the Board for a final decision.

Works of art may be added to the permanent collection by purchase, commission, gift, bequest or exchange, whereby clear title passes to HPL. Donor(s) will provide HPL with a Deed of Gift, signed by the donor(s) (see Appendix B). Gifts or bequests are tax deductible to the extent allowed by law. Works of art acquired by HPL shall become the sole property of HPL and not be encumbered or restricted in any way, unless agreed to in advance by both parties. Title shall vest in the Hinsdale Public Library.

HPL may consider accepting a work of art as a long-term or indefinite loan.

To avoid any conflict of interest, or the appearance thereof, HPL 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 two years.

The Board is ultimately responsible for any additions to the collection, whether by purchase, gift or loan.

Removal of Artwork from the Permanent Collection

HPL reserves the right to remove artwork from the permanent collection. Removal may occur if the work is no longer suitable for HPL, the cost to repair or maintain a work exceeds the value of the work itself, or the work no longer meets the criteria of the collection. The staff and HPL Board will consult with the Commission in these situations, or the Commission may make a recommendation to the Board.

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HPL 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 returned to the HPL operating budget.

Reconsideration Requests

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

The process for reconsideration is as follows:

- The patron submits a letter to the Executive Director outlining the 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 full Board of Trustees, as well.
- The Executive Director replies to the patron with the decision to remove, relocate, otherwise address concerns about the artwork, or to take no action.
- The patron may appeal a decision made by the Executive Director by submitting a letter or email to the President of the Board of Trustees.
- 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.

Adopted by the Board of Trustees on October 25, 2011

Revised: 02/24/15, 08/21/18, 04/16/19, 12/06/22.

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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 install the exhibit in coordination with HPL.

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. The 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.

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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

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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 "HPL") to support our mission to celebrate lifelong learning and foster community connections through innovative educational and cultural experiences

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

