

Art Collection & Exhibition Policy
Library Board Reviewed and Approved October 12, 2020

The Frankfort Community Public Library Board of Trustees and the Clinton County Contractual Public Library Board of Trustees support the acquisition of art as part of the permanent Library collection, temporary art exhibits in the Library, and the deaccession of works of art to enhance the collection. This policy shall govern these activities and objectives.

Our Vision and Mission: The Frankfort Community Public Library/Clinton County Contractual Public Library transforms the ordinary into the extraordinary by leading, innovating, learning, and collaborating. We are committed to creating opportunities for people to get more out of life.

The Frankfort Community Public Library is seen as a beacon of the arts in our community. Enhancing the library's permanent collection as well as hosting temporary exhibits helps to carry on this legacy.

I. Collection Development

The Art Coordinator will seek out works of art for the Library to acquire and add to its permanent collection. The objective will be to create a diverse collection of high artistic merit that will engage the public, stimulate creativity, complement the Library facility, and elevate the Library's cultural contribution to the community. The development of the collection must uphold the Library's mission and the rules laid out in the overall Materials Selection Policy.

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 Frankfort Community Public Library or Clinton County Contractual Public Library.
 - a. It cannot be guaranteed that donated artwork will be put on permanent or even periodic display. Display of the artwork will be at the discretion of the Art Coordinator.
 - b. The donor(s) will fill out a Declaration to Donate Form in accordance with the FCPL Gifts Policy.
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, or under extraordinary circumstances, the Library may consider accepting a work of art as a long-term or indefinite loan.

B. Selection Criteria

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

1. Location, Experience, and Reputation of Artist

The Library's collection will focus on work by local and regional artists, but will also include pieces by national and international artists. The Artist's background, including professional and exhibition experience, will be considered, as well as 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 and ideas. The imagery or subject matter should engage the community by inspiring consideration, questions, conversations and/or discussions.

3. Diversity and Context

The Library is committed to creating a diverse collection for the public benefit, taking into account the confines of its space and conservation capabilities. In considering each piece for acquisition the Art Coordinator 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; including the capability of the Library to properly store and care for the piece.

4. Physical Considerations

Mindful of the public nature of the Library facility, the Art Coordinator 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 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)
- e. Warranty of authenticity and satisfactory provenance (outside counseling and expertise will be used as needed)

C. Additional Acquisition Guidelines

1. The Art Coordinator 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 acquire any materials that attach the condition of periodic or permanent display. In the case of a unique or otherwise significant object, the library may consider acquiring a work of art with conditions. Such acquisitions must be approved by the Library Director and the Board of Trustees.

4. Immediately upon acquisition of a work of art by the Library, the work will be cataloged by Library staff, and a physical artist file will be created. Registration information will include at a minimum, the following items:
 - a. Registration number, (i.e. barcode)
 - b. Photograph(s) for purposes of record and identification
 - c. A detailed physical description of the work of art.
 - d. Entry into the Library's Integrated Library System.
5. The Library will be responsible for maintaining all records of an acquired work of art, including any Deed of Gift, and any appraisal reports or information.
6. 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 (See the FCPL Gifts Policy).
7. The Library does not issue appraisals of any kind for works of art. When deemed appropriate, the Art Coordinator will obtain appraisals of works of art that have been acquired by the Library.
8. 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 Art Coordinator and Library Director.
9. Subject Matter
All work exhibited must be in compliance with federal and state laws including those pertaining to libel, copyright, obscenity and pornography. Exhibits may not include material which would lead to breach of peace or advocate the violation of State criminal laws. Exhibit space is not intended for advertising of commercial enterprises or political candidates. Views expressed in works of art do not necessarily reflect those held by the Library. The Board of Trustees reserves the right to decide if a work is inappropriate for display.
10. Request for reconsideration
Patrons concerned about materials displayed are welcome to discuss those concerns with the Library Director. Patrons who wish to ask the Library to reconsider materials being displayed will follow the library's reconsideration procedures (See section III of the Materials Selection Policy).
11. Temporary Art Loan
The Library may temporarily loan artwork from its permanent art collection to another institution in order to better serve the community as deemed appropriate by the Art Coordinator. Temporary loans must be approved by the Library Director. A Temporary Art Loan Agreement and Art Loan Inventory Sheet must be completed (See Appendixes A & B)

II. Temporary Exhibits

The Library will provide a diverse array of exhibitions supporting the Library's mission to provide citizens with materials, programs, and facilities to meet their needs for education, information, recreation and to serve as a cultural center for the community. Exhibit space may be made available for educational, cultural, or traveling exhibitions. Exhibitions are offered by invitation of the Library.

12. Selection Criteria

Proposed exhibits will be evaluated according to the following criteria:

1. Artistic Merit

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

2. Interest to the Community

The Library will present exhibitions that promote access to and stimulate interest in a wide variety of ideas. The imagery or subject matter should engage the community by inspiring consideration, questions, conversation and/or discussion. In addition, the Art Coordinator 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 a particular Library program.

3. 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 Art Coordinator 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 exhibit

13. Insurance and Liability

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

14. Requirements of Exhibiting Artists

Exhibitors must complete and sign an Exhibition Agreement and Artist Inventory Sheet (See Appendixes C and D).

15. Sale of Art

The Library allows artists who have a temporary exhibit in the library to sell their works of art to the public. The Friends of the Frankfort Library will retain a 30% commission on each sale, unless otherwise stated by the Art Coordinator and Library Director.

16. Publicity

The Art Coordinator coordinates the display of all exhibits, and facilitates publicity about the exhibit. Any publicity generated by the artist must first be approved by the Library.

17. Inventory and Documentation

The Library will ensure that proper inventory processes are taken while checking in and checking out an artists' work (See Appendix C).

18. Subject Matter

All work exhibited must be in compliance with federal and state laws including those pertaining to libel, copyright, obscenity and pornography. Exhibits may not include material which would lead to breach of peace or advocate the violation of State criminal laws. Exhibit space is not intended for advertising of commercial enterprises or political candidates. Views expressed in works of art do not necessarily reflect those held by the Library. The Board of Trustees reserves the right to decide if a work is inappropriate for display.

19. Request for reconsideration

Patrons concerned about materials displayed are welcome to discuss those concerns with the Library Director. Patrons who wish to ask the Library to reconsider materials being displayed will follow the library's reconsideration procedures (See section III of the Materials Selection Policy).

III. Deaccession of Works of Art

Deaccessioning is the formal removal of a work from the Library's permanent art collection. It is normally followed by disposition of the work by sale or exchange. Deaccessioning is an ongoing professional responsibility of the Library, undertaken for collection enhancement and refinement.

The Library, for any one of the reasons described below, may find it necessary or desirable to amend its collections by deaccession.

A. Policy

Objects considered for deaccession may include the following:

1. Objects that are not appropriate for the Library's art collections, or are not consistent with the mission and goals of the Library.
2. Objects that are determined to be below the level of quality necessary to advance the Library's mission or possess little potential for research, scholarship, or educational purposes.
3. The work is too large to fit into available or prospective locations or otherwise does not work well in the Library's space
4. The object is damaged or deteriorated beyond reasonable repair, or the cost to repair a work exceeds the value of the work itself.
5. The work no longer meets the criteria of the collection.
6. Duplicate and redundant objects. An example would be two prints of the same state. The Library shall retain the superior example. Redundant works include objects that are either duplicates, or similar variants, such as slightly different states of the same print. They also include works closely related in subject and style by the same artist or school but varying in quality, condition, and interest. In such instances, the Library shall retain the superior example.

7. Items for which the Library is not able to provide proper storage or care.

B. Procedures

The Art Coordinator will determine whether an object may be considered for deaccessioning based on the guidelines provided herein. The Art Coordinator will present the deaccession proposal to the Library Director for approval prior to beginning the formal procedures. The following procedures will be followed.

1. Deaccession of Low Value Artwork

Works of art valued at under \$200 may be deaccessioned at the discretion of the Art Coordinator. These works of art will be available for purchase in the Book Sale Room.

2. Recommendation for Deaccession Form

If the item being considered for deaccession is valued at over \$200, the Art Coordinator will initiate a Recommendation for Deaccession Form for each item or group of related items (Appendix E).

3. Approval to proceed with deaccession

The Library Director must review the recommendation form and give approval to precede with all deaccession candidates. If the object or collection is valued at \$1,000 or more, the deaccession of the recommended object or collection must be approved by the Board of Trustees.

4. Contact with donor, heirs, or living artist

In the case of unencumbered gifts the Art Coordinator will, as a courtesy, make reasonable efforts to contact donors, their immediate heirs, or executors to inform them of the proposed deaccession, but such action shall not be construed as a request for permission to deaccession or as an attempt to return the object. Prior to contact any donor the Library Director shall be consulted. If there is a legal question, the Library's counsel will be contacted. If the object is by a living artist, the Library will attempt to contact him or her.

A reasonable effort to contact a donor, whose gift occurred within twenty years of the deaccession date, may include but is not limited to an Internet search, review of obituary records, or telephone directory records. If a deaccessioned object was given to the Library more than twenty years prior, one attempt to contact or locate the donor or their immediate heir is sufficient (e.g. Internet search).

5. Appraisal

One or more outside appraisals for objects of significant value are recommended especially those that might be sold or traded.

6. Disposal

Each deaccessioned object shall be disposed of in a means appropriate to the item. In many cases, this will be by public auction, for sale in the book sale room of the library, or consignment or trade with a reputable dealer. Some objects may best be disposed of by transferring them to another institution (i.e. on permanent loan) or in cases of objects beyond reasonable repair, the Library may wish to destroy them. Disposal will not take place in a way that creates a conflict of interest for the Library.

No member of staff, the board of trustees, or volunteers of the Library may have an unfair advantage of purchasing a work of art that has been deaccessioned from the library's permanent collection by purchasing the work before the public or at a lower cost than the public.

7. Use of Proceeds

The funds received from the sale of works of art will go to the Friends of the Frankfort Public Library.

8. Documentation

The Art Coordinator will document each withdrawal in the permanent files, and in the collection management database. The completed Recommendation for Deaccession Form (including the amount realized from sale) will become part of the object's permanent historical file.

9. Additional Guidelines:

- a. No donated artwork shall be deaccessioned for any reason for two years after the date of its acquisition (in accordance with IRS requirements).

APPENDIX A
ART LOAN AGREEMENT

This agreement is made the _____ day of _____, 20____

BETWEEN:

FRANKFORT COMMUNITY PUBLIC LIBRARY (the "Lender")
208 W. Clinton St.
Frankfort, IN 46041

AND

_____ (the "Borrower"), for the
purpose of loaning work(s) of art for inclusion in an exhibition (the "Exhibition").

20. GENERAL TERMS

A. Title

The Exhibition's title is: _____

B. Works of Art

For the purpose of the Exhibition the Lender agrees to loan the Borrower the works of art listed on the Art Loan Inventory Sheet (Appendix D).

C. Any damage done to the artwork will be the sole responsibility of the Borrower.

Borrower: _____

Address: _____

Phone: _____ **Email:** _____

Exhibition Dates:

Duration of Loan/ pick up date:

By signing this document I agree to the terms set forth in the Art Loan Agreement.

Borrower signature _____
Date

Art Coordinator Signature _____
Date

Library Director Signature _____
Date

APPENDIX B
ART LOAN INVENTORY SHEET

Artist	Item #	Item Title or Description	Out	In

Images:

APPENDIX C
EXHIBITION AGREEMENT

_____ (hereinafter "Artist"):

Thank you for accepting the invitation to exhibit your artwork at The Frankfort Community Public Library (hereinafter FCPL). After you have carefully reviewed and understand our policies as set forth in this contract please sign and return this contract to FCPL. We will forward a countersigned copy to you for your records. Your signature indicates your acceptance of the terms of this contract.

Artists 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 FCPL from the Opening Date to the Closing Date, but the exact dates of installation and removal of the exhibition will be finally determined by FCPL in consultation with Artist.

Delivery and Installation of Work: Artist will deliver the exhibition pieces to FCPL (208 W. Clinton St., Frankfort, IN 46041) and assist in the installation of the exhibit.

Retrieval of Work: Artist will retrieve the exhibition pieces from FCPL 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. FCPL 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 FCPL a list of the exhibition pieces, including (for each piece): title; medium; dimensions; for sale (FS) or not for sale (NFS), and selling price, if applicable.

Publicity: FCPL 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 FCPL by the agreed upon date of ___/___/___.

Sales: FCPL allows artists to sell artwork to the public during their temporary exhibit. The Friends of the Frankfort Library will retain a 30% commission on all sales, unless otherwise stated by the Library Director.

Insurance and Liability: FCPL does not provide insurance coverage for artwork in temporary exhibits, and FCPL is not responsible for Artist personally or for any of Artist's property while on FCPL's premises or in transit to or from FCPL for exhibition purposes.

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

Artist Signature Date

FCPL Signature Title Date

Please return signed contract to:

Art Coordinator
Frankfort Community Public Library
208 W. Clinton St.
Frankfort, IN 46041

APPENDIX E
FCPL RECOMMENDATION FOR DEACCESSION FORM

Submitted by: _____

Object ID number: _____ Donor's Name: _____

Description of the material to be deaccessioned: _____

Current Condition: Excellent Good Fair Poor

Comments: _____

Documentation:

Attachments:

Donor Form

Photograph

Catalog Record

Other: _____

Deaccessioning Criteria:

1. The Library fully and legally owns the object. Yes No
2. The object has been accessioned into the Library's collection for at least 2 years
3. Meet at least one of the following:
 - a. The artwork is not appropriate for the Library's art collections, or is not consistent with the mission and goals of the Library.
 - b. The object is determined to be below the level of quality necessary to advance the Library's mission or possess little potential for research, scholarship, or educational purposes.
 - c. The work is too large to fit into available or prospective locations or otherwise does not work well in the Library's space
 - d. The object is damaged or deteriorated beyond reasonable repair, or the cost to repair a work exceeds the value of the work itself.
 - e. The work no longer meets the criteria of the collection.
 - f. The object is a duplicate or redundant to the collection.

(Continued...)

FCPL RECOMMENDATION FOR DEACCESSION FORM

Recommended Disposition:

- Sell in Book Sale Room
 - Sell in Public Auction
 - Exchange
 - Permanent loan to another institution: _____
 - Donate to a more appropriate Institution: _____
 - Intentional Destruction of Damaged or Hazardous Objects
 - Disposal of object
 - Other: _____
-

Approval:

Art Coordinator Approved Not Approved Date: _____

Comments: _____

Library Director Approved Not Approved Date: _____

Reason for non-approval: _____

Comments: _____

Board of Trustees Approved Not Approved Date: _____

Reason for non-approval: _____

Comments: _____

Final Disposition of Object:

Disposition and amount realized from sale (if applicable): _____

By: _____ Date: _____