

Community Art Exhibits and Displays Policies & Procedures

(Approved April 12, 2005)

As a public institution dedicated to free expression and free access to ideas representing all points of view concerning the problems and issues of our time, the Pikes Peak Library District provides exhibit and display space for individuals and groups.

In order to enrich patrons' library experience, exhibits of paintings, photographs, sculpture, and other artworks, as well as displays of crafts, are encouraged for civic, cultural, educational, and recreational purposes.

Space is made available on an equitable basis to qualified individuals or groups. On occasion, exhibits/displays already scheduled may be suspended for PPLD exhibits and promotions. The Pikes Peak Library District reserves the right to discontinue exhibit/display services at any time.

Public Art Policy

The PPLD Art Evaluation Committee is responsible for selecting art exhibits for all PPLD locations. The Committee's primary duty is to review artwork for possible exhibit at PPLD facilities. Artwork is reviewed using these criteria:

- Quality.
- Overall community interest.
- Historical prominence or significance of the artist or arts organization.
- Relevance to library programs.
- Dates of previous displays of similar items or topics.
- Special needs, costs, or requests associated with proposed exhibits.
- Art is reviewed solely on its own merit.

On occasion, the Committee will be asked to:

1. work with Library Management to determine criteria for requests for proposals in the event the Library solicits a public artwork.
2. review responses to requests for proposals and forward recommendations to Library Management.
3. review requests for donations of public art and forward a recommendation to Library Management based on guidelines listed below and the understanding of the District's limited opportunity to display permanent public art.
4. review the artwork that is suggested for temporary placement unless it is part of an already established program such as "Art in the Streets."

The Library Director will make a recommendation to the Library Board of Trustees if it is determined that a public art piece satisfies selection criteria.

Criteria for Library Outdoor Public Art Artists

1. The artist should have a significant and well-recognized body of work.
2. The artist should suggest a maintenance plan for the art.
3. The artist should estimate the projected “lifespan” of the work – 1-5 years, 6-15, 16-50, 50 plus.

Proposed Site

1. The site must provide access and consider ADA regulations.
2. The site must be stable – i.e. able to support an artwork for a number of years. In other words, there are no construction plans for the area.
3. The site should be visible and attract visitors.
4. The site should be a safe location – accessible, well lit, etc.

Public Artworks

1. The artwork should be of interest to a broad range of people.
2. The artwork should be engaging and of high quality in concept and construction.
3. The artwork should be “one of a kind”.
4. The artwork must be constructed so that the Library can reasonably maintain it. A maintenance endowment may be requested of donors.
5. The artwork must be safe and durable considering its placement in a busy public setting.

In the specific instance of considering a piece of art, the Art Committee may list additional criteria based upon their knowledge of the site or the vision the Library has for the art. For example, the Library may request an interactive sculpture, or outline dimensions – height, width, etc.

Art Exhibit Policy

Items exhibited will not be for sale at the library, and prices will not be posted. PPLD staff members will not be involved in any way in the sale of exhibited items. Prices can be included on a form signed by the artist; copies of the signed form are available at the Adult Services and Security Desks.

Artists are limited to one show every two years, unless scheduled consecutively at time of acceptance.

Artists who would like an opening reception are welcome to do so. The library will provide table/chairs and publicize the event. Artists mail invitations and provide refreshments.

Art Exhibit Procedure

I. Frequency of Art Evaluation Committee meetings

The number of Art Evaluation Committee meetings per year is determined by the number of artists reviewed and accepted. Committee meetings are generally scheduled two months before the last scheduled exhibit. The Art Evaluation Committee liaison is responsible for notifying the Committee and interested artists of meeting dates.

II. Selecting art exhibits

Artists are asked to bring in five pieces of work, representative of their show, to an Art Evaluation Committee meeting. Artwork is reviewed with these criteria:

- Quality.
- Overall community interest.
- Historical prominence or significance of the artist or arts organization.
- Relevance to library programs.
- Dates of previous exhibits by the same artist or organization.
- Dates of previous displays of similar items or topics.
- Special needs, costs, or requests associated with proposed exhibits.
- Art is reviewed solely on its own merit.
- Items exhibited shall be consistently framed and professionally matted.
- Art that is exhibited in branch community rooms should be suitable for all audiences.
- PPLD reserves the right to make final selection of what is exhibited.

A Committee staff member is responsible for informing prospective exhibitors of the Art Evaluation Committee's decisions. The same staff member will also inform branch staff liaisons of shows scheduled at their locations and provide artists' contact information.

III. Installing exhibits

East and Penrose Library Adult Services staff and branch liaisons or branch managers coordinate exhibit hangings. Liaisons will contact artists and arrange time to install exhibit, meet the artist and review artwork as it is hung, have artist sign Art Exhibit and Display Agreement, and provide information to the Community Relations Office for promotional purposes.

Art Evaluation Committee member selection Procedure

The Art Evaluation Committee is comprised of four community members, a liaison from Adult Services, a staff representative from Adult Services, and a staff representative Branch and Outreach Services.

The PPLD Board of Trustees appoints community committee members. The Art Evaluation Committee liaison is responsible for soliciting applications when community vacancies exist, rating them, and making recommendations to the Board.

The Associate Director of Public Services and the Associate Director of Branch and Outreach Services appoint and notify their staff. The Art Evaluation Committee liaison is responsible for notifying the Associate Directors when staff vacancies exist.

Terms for both community and staff Art Evaluation Committee members are two years with a possible extension of one year. The Art Evaluation Committee liaison is a permanent member of the Committee.

Display Policy

The Pikes Peak Library District reserves the right to display its own information and artifacts. When space is available, community organizations or individuals have access to display space on a first-come, first-served basis.

In presenting displays, the library does not imply endorsement of the opinions or viewpoints of the artist or exhibitor.

PPLD reserves the right to reject any display or item, which in the judgment of the library administration, is illegal or may interfere with the normal operation of the library.

Displays by commercial or profit-making groups, businesses or individuals will not be considered.

Artifacts, visuals, and text may not contain personal insults, foul language or be illegal in nature.

The Pikes Peak Library District is not responsible for loss, damage, or theft of display/exhibit materials in the public display cases.

When displays are prepared jointly by PPLD and another individual or organization, PPLD has complete authority over the contents of the display case.

Display Procedure

Branch libraries, Special Collections, and Children's may schedule display spaces for their respective display areas. Liaisons should provide information about displays to the Community Relations Office for promotional purposes.

The Adult Services Department coordinates all displays at the East Library and Penrose Public Library. Spaces available:

- Penrose Public Library: One (1) freestanding case (currently located on between restrooms on main floor).
- East Library: One (1) case in the Art Gallery.

I. Reserving a display case

Applications to schedule displays at the East Library and Penrose Public Library will be accepted by the Art Evaluation Committee liaison until November 30 of the current year for the following year. Displays will be scheduled on a first-come, first-served basis. Priority will be given to displays that are educational, cultural, recreational, or civic in nature, and to organizations and individuals that have not had a previous opportunity for exhibit/display space.

Time allotted for exhibits/displays will be at the discretion of Adult Services, but will not exceed four weeks.

II. Installing displays

East and Penrose Library Adult Services staff and branch liaisons or branch managers coordinate display installations. Liaisons will contact the individual or organization and arrange a time to install the display, meet the displayer(s), and have them sign an Art Exhibit and Display Agreement.

Displays must include a sign stating the name of the sponsoring organization or individual and the name and telephone number of the contact person. Upon request, anonymity will be respected for individuals displaying items of value (a sign stating "private collection" may be used in these cases).

Each display case will contain a sign stating: "Exhibition or display in this public display case does not imply endorsement by the Pikes Peak Library District. To schedule a display, please call [branch telephone number or for East and Penrose Public Library: (719) 531-6333, x2338]. In addition, a copy of the Library Bill of Rights will be posted.