

CITY OF MORGAN HILL LIBRARY, CULTURE AND ARTS COMMISSION POLICIES AND PROCEDURES

LCAC-08-03

SUBJECT: **TEMPORARY ART EXHIBITS AT CITY FACILITIES**

APPROVED BY CITY COUNCIL DATE: **October 16, 2008**

In an effort to promote art by providing opportunities for local artists to display their work, the City encourages the use of City facilities for temporary art exhibits.

A. Definition of Temporary Public Art

Temporary public art is that which is displayed for two weeks and less than one year in open and freely accessible areas designated as a public area, lobbies and public assembly areas of City property, or on non-City property if the work is installed or financed, either wholly or in part, with City funds or grants procured by the City.

B. Art Exhibit Panel

The Art Exhibit Panel (AEP) shall be made up of a member of the Library, Culture and Arts Commission (LCAC), a member of a community art organization, and a City staff member. The LCAC member and the community art organization member shall be selected by the LCAC and reviewed annually. The City staff member shall be designated by the City Manager.

C. Exhibit Scheduling

An annual art exhibit schedule will be established by the AEP. Exhibits will be scheduled for approximately six (6) to eight (8) weeks. The exhibit schedule, or the duration of a particular exhibit, may be changed at the discretion of the AEP. In the event that there are more requests for exhibit space than can be accommodated in the exhibit calendar, a wait list will be established. Priority will be given to Exhibitors/Artists who have not exhibited before and to Morgan Hill residents.

D. Exhibit Selection Criteria

1. Individual or Group Proposals: individuals may submit a proposal for a one-person exhibit or two or more artists may submit a proposal for a group show. Collaborative exhibits are encouraged.
2. Open Competition: All artists are welcome to propose works that meet the exhibition criteria. Exhibitions by students are encouraged.
3. Exhibit-specific criteria may be established by the AEP for a particular exhibit.

E. Art Selection Criteria

All artists interested in exhibiting must have the artwork approved by the AEP. The decision of the AEP is final. The AEP will jury all proposed artwork using the following criteria:

1. Artist must submit photographs of the art they wish to exhibit.
2. Artistic integrity and a high quality of aesthetic experience will be the primary considerations in the selection of art for exhibits.
3. Artwork exhibited shall be suitable for display to a diverse audience that includes facility customers, employees, and the general public of all ages.

5. Artwork exhibited shall be suitable in scale, materials, and form for its surroundings.
6. Artwork exhibited shall not pose a threat to public safety.

F. Installation and Removal

1. Installation and removal of art work will be the responsibility of the Exhibitor/Artist.
2. Art exhibit installation guidelines for the specific City facility will be provided to the Exhibitor/Artist prior to the installation of artwork. These guidelines will be followed by the Exhibitor/Artist.
3. Date and time of installation and removal will be determined by the AEP and agreed upon by the Exhibitor/Artist.
4. Exhibitor/Artist must provide printed or typed identifying labels approximately 3x5 that include the name of the artist, the name of the artwork, and the medium. If the art is for sale, the price may also be included on the label.
5. The AEP makes no representation to and assumes no liability for the suitability of the frame for the art work, the method or means of framing, or the appropriateness of the framing for hanging or extended display.

G. Exhibitor/Artist Responsibilities

1. All exhibitors will sign an Art Exhibition Agreement that includes the exhibition site, term of the exhibit, declared value of all exhibited work, promotional responsibilities, sales commissions, installation and removal requirements, waiver of liability, and indemnification before installation can begin.
2. Exhibiting artists will be asked to submit a written artist biography to the assigned City staff member of the AEP six (6) weeks prior to the exhibit date. This information may be used by the City for publicity purposes.
3. Exhibits are not intended as a means for commercial sales. However, if the artist provides a price list and contact information with the exhibiting facility, staff will attempt to provide that information to interested parties upon request. Should a sale of art result from an exhibit at a City facility, the Exhibitor/Artist will be charged a 10% commission which will be deposited in the Community Culture & Art Fund.
4. Exhibitors/Artists are encouraged to promote their exhibit through the use of printed materials and an artist reception at the hosting facility. Exhibitors/artists assume all responsibility, including financial, for the self-promotion of their exhibit. All advertising must be approved by the City staff member of the AEP.
5. Exhibitors/Artists will have the primary responsibility for the installation and removal of their respective exhibit/artwork.

H. AEP Responsibilities

In addition to those responsibilities listed above, the AEP will:

1. Promote the art exhibits in general and may promote specific art exhibits in City publications and website when possible.
2. Schedule an artist's reception, if requested, at the hosting facility. The City will provide space at the facility at no cost to the Exhibitor/Artist.
3. Assist with the installation and removal of artwork whenever possible.

This policy shall remain in effect until modified or revoked by the City Council.