

From: Art in State Buildings
Sent: Tuesday, July 21, 2009 11:41 AM
To: Nagy,Rebecca Martin
Subject: RE: Public art/art on campus_link

Link to the ASB handbook:

<http://www.florida-arts.org/programs/statebuildings> - link at the bottom of the page)

Oaklianna M. Brown
Administrator
Art in State Buildings
The University Galleries
University of Florida
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Gainesville, FL 32611-5803
Phone (352) 273-3045
Fax (352) 846-0266

From: Nagy,Rebecca Martin
Sent: Monday, July 20, 2009 4:15 PM
To: Vigilante, Amy R.; Art in State Buildings
Subject: Public art/art on campus
Hi Amy and Oaklianna,

I am working on a project for AAMD to post sample college/university policies on art on campus/public art on the AAMD website.

Does our public art program have a policy document that would be appropriate to share?

Thanks,

Rebecca

Rebecca Martin Nagy, PhD
Director
Samuel P. Harn Museum of Art
P.O. Box 112700

Gainesville, FL 32611

Email: rnagy@harn.ufl.edu

Phone: 352-392-9826

Fax: 352-392-3892

Sign up to receive program and exhibition announcements

Campus Loan Outreach Program Policies/Procedures for the Harn Museum of Art

The Campus Loan Outreach Program at the Samuel P. Harn Museum of Art is provided as an outreach service to departments on campus at the University of Florida.

The works available for the Campus Loan Outreach Program will be drawn from designated objects in the Museum collection. They will include works by current faculty, faculty alumni, current students, student alumni and artists who have lived and worked in Florida that the Museum is not likely to display in the Museum's exhibition space.

Consideration will be given to living artists prior to making their work part of the Campus Loan Outreach Program.

Authorization of Loans

Campus loans are subject to the approval of the Curatorial staff and Museum Director and will be determined on a case by case basis.

Interested campus units will submit a letter of request. Campus Loan staff will perform a site visit and risk assessment of the display location. The results of the visit will be shared and discussed with Curatorial staff and selection of appropriate objects will be determined. The Campus Loan Outreach Program staff will share the list of works deemed appropriate to borrowing agency. Once the borrower has selected works that they are interested in borrowing the Museum Director will consider approving the selection. If the selection is approved a loan agreement will be drawn up and installation will be arranged with the borrower.

Loans are available for areas with both reasonable security and access by the public such as reception areas or administrative offices. They will not be considered for students for residential use, private offices, dining halls, kitchens, corridors, or bathrooms.

The Museum will not charge a fee to the borrower.

Installation

Objects must be installed and de-installed by Harn staff. Objects may not be relocated without the permission of the Harn staff, unless the movement is in an emergency in which the object may be damaged if immediate action is not taken.

The Museum will make installation or de-installation arrangements at a time convenient to both parties.

The loaned object must be labeled as an object on loan from the Harn Museum and include identifying text about the artist and/or object. Extended interpretive text and/or biographical information may be available.

Insurance

Each object will be insured under the fine art policy of the Harn Museum.

Loan Period

Objects shall remain in the custody of the borrowing department for the term stated on the loan agreement.

The Harn reserves the right to recall any object for its own purpose upon reasonable notice to the borrower. The replacement of recalled works is at the discretion of the Harn Museum.

An inventory and condition report should be completed by Campus Loan staff for each object every six months.

Campus Loan Policies

The Lowe Art Museum makes loans of art object(s) for office decoration only to the following Coral Gable Campus offices:

1. Office of the President including the University-owned Presidential Residence and the Office of the Senior Vice President for Business and Finance
2. Office of the Provost

In addition, the Museum will lend art objects to Richter Library for inclusion in thematic exhibitions. Loans to other official University gallery/exhibition spaces shall be determined on a case-by-case basis, pursuant to a site visit and evaluation of the borrower's facility, especially with respect to its environmental and security controls, and the educational intent of its exhibition program.

The Lowe does not make new loans to any other campus offices. In the event that an old loan is discovered installed in another campus location, it must be returned to the museum immediately.

For approved departments, the determination of which art object(s) are available for loan shall be made solely by the Lowe Art Museum. Not all works of art in the Lowe Art Museum's collection are available. The selection of artwork will take into consideration the Lowe's exhibition needs and the condition of the works of art, as well as the ability of the borrower to provide appropriate security and environmental controls. The Lowe will work with staff from the borrowing department to make appropriate selections, but does not permit general browsing of the collection in storage.

The borrowing department's designated representative must sign a Campus Loan Receipt at the time of installation and agree to abide by all of the Lowe's Campus Loan Policies as well as any other special instructions provided by the museum. Annual inventories of campus loans shall be undertaken by museum staff and, if the borrowing department is found to be in violation of museum policy, artwork shall be removed at the discretion of the museum director.

CARE AND HANDLING

The Lowe Art Museum will decide on the method of packing and shipping to and from the borrower.

Objects may only be moved, handled, and installed by Lowe staff except when the safety of the object(s) makes such action imperative.

Loan objects are to remain in the condition in which they are received by the borrower. Objects may not be unframed, removed from mats, mounts or bases, cleaned, repaired, retouched, or altered in any way whatsoever. Requests for any such changes should be directed to the Lowe Art Museum. Lowe Art Museum numbers or tags may not be removed.

Objects shall be protected at all times against theft, fire, exposure to water, excessive humidity, excessively dry conditions, and food or liquids, as well as from direct or reflected sunlight, strong artificial light, fluorescent light, or proximity to heat sources. Objects may not be sited near heating ducts, pipes, space heaters, or humidifiers.

Lowe Art Museum staff will determine any hurricane preparedness needs for the artwork and will take any required actions. The borrowing department should not remove artwork in advance of a hurricane unless they have been instructed to do so by the museum.

Should loss, damage, or deterioration be noted while on the borrower's premises, the Lowe Art Museum shall be informed immediately. If possible, damage objects should remain in situ until museum staff can visit the site and determine the best method of removal.

INSTALLATION

Objects must be installed and de-installed by Lowe staff only. Objects may not be removed from display or relocated to another display area except by Lowe staff, unless such movement is warranted by an emergency in which the objects may be damaged if immediate action is not taken. This includes relocation of an object to a different location within the borrowing department and return of the loan.

All objects must be securely installed and display methods determined by the Lowe must be adhered to. No foreign materials (i.e., pins, nails, etc.) are to be used to fasten an object for display purposes.

If the borrowing department is undertaking office renovation or any other facility work at the site where museum artwork is installed, all artwork in the area must be returned to the Lowe for the duration.

COSTS

Any costs, including transportation and packing costs, are to be assumed by the borrower.

INSURANCE

Each object shall be insured under the Lowe Art Museum's fine art policy for the current fair market value determined by the Lowe. The value of loaned objects is confidential and may not be released by the borrowing department to any other party without the museum's express permission. In the event of damage or loss, the Borrower is responsible for any and all expenses not covered by the Lowe's fine arts insurance policy, including but not limited to insurance deductibles.

LOAN PERIOD

The objects shall remain in the custody of the borrowing department for the term stated on the campus loan receipt. Upon completion of an inventory and condition report, campus loans may be renewed provided the condition of the work warrants its continued display.

Borrowers may not loan objects to other offices or individuals. If a loan object is not longer desired, contact the Lowe to arrange for its return.

The Lowe Art Museum reserves the right to recall any object for its own purpose upon reasonable notice to the borrower. The replacement of recalled object(s) is at the discretion of the Lowe Art Museum.

PHOTOGRAPHY

The object(s) may not be photographed or reproduced in any way. The Lowe Art Museum may not be the holder of all rights associated with the object(s), such as copyright, and additional clearances from outside organizations may be required prior to reproducing the object(s); therefore, all rights and reproduction requests for loaned objects should be referred to the Museum.

Policy AD31 Outdoor Public Art PENN STATE - ADMINISTRATIVE

Policy AD31 OUTDOOR PUBLIC ART

Contents:

- Purpose
- Goals of Policy
- Outdoor Public Art Committee
- Outdoor Public Art Master Plan for University Park
- Procedures for Selecting, Acquiring, and Siting Outdoor Public Art
 - Approval Procedure
 - Application
- Maintenance and Conservation of Outdoor Public Art
- Ownership of Outdoor Public Art
- Cross References

PURPOSE:

This policy establishes procedures for the selection, acquisition, siting, and maintenance of outdoor public art at all University campuses. This policy guides the coordination and collaboration among the groups or individuals who may influence the selection of public art including the Office of Physical Plant, the Palmer Museum of Art, the College of Arts and Architecture, and campus college deans and executive officers.

Outdoor Public Art is defined as original and unique creations in visual media produced by or under the control of practitioners generally recognized by their peers and critics as professional artists, accessible to the public. This may include the following:

- Two-dimensional media, such as paintings and murals.
- Three-dimensional sculptural media, such as work in relief, constructions, and landscape environments.
- Electronic media and computer-generated works.

GOALS OF POLICY:

To define policies and procedures to evaluate, accept or reject, locate, maintain, and conserve outdoor public art.

To support decision-making based upon an approved Outdoor Public Art Master Plan for the UP Campus that (1) defines potential sites for public art, (2) specifies site evaluation criteria, and (3) documents the inventory of outdoor public art on campus.

To enhance the physical and aesthetic environment of the campus through outdoor public art.

To educate students, faculty, staff, and campus visitors about outdoor public art while advancing the academic mission of the University.

To expand the understanding and appreciation of art by encouraging site-specific works of art that complement the campus environment.

OUTDOOR PUBLIC ART COMMITTEE:

The Outdoor Public Art Committee will advise the Associate Vice President for Physical Plant (AVPPP) regarding the following:

Outdoor Public Art Master Plan for University Park that identifies sites for public art and specifies siting criteria to guide decision-making.

The evaluation of, and acceptance or rejection of, outdoor public art.

The maintenance and conservation of outdoor public art.

The acquisition of outdoor public art:

Recruitment and selection of artists to be commissioned for an outdoor public art project.

Selection of outdoor public art.

Implementation of outdoor public art projects.

Grants and gifts for outdoor public art.

The Outdoor Public Art Committee will be led by 2 co-chairpersons and composed of a total of 11 members.

Co-chairpersons

The Outdoor Public Art Committee will be co-chaired by the University's Director of Campus Planning and Design and the Director of the Palmer Museum of Art.

Members

In addition to the co-chairs, the Outdoor Public Art Committee will include the University Planner and a representative from the School of Architecture and Landscape Architecture, Department of Art History, Palmer Museum of Art, the School of Visual Arts (SVA), the Commonwealth College, the Milton S.

Hershey Medical Center, a patron of the museum, and the Director of the SVA, who also chairs the University's Arts Task Force.

Additional individuals may be invited by the Outdoor Public Art Committee to serve on Artist Selection Panels.

A contact person within each campus college may be identified to address Outdoor Public Art. Minutes of committee meetings may be distributed to these contacts.

Nominations, Appointments, and Terms of Service

The Senior Vice President for Finance and Business and the Executive Vice President and Provost shall jointly appoint the Outdoor Public Art Committee members for three-year terms. Committee members will be nominated by the AVP for Physical Plant, the Dean of the College of Arts and Architecture, and the Dean of the Commonwealth College.

The committee members will serve three-year terms. The initial appointments will be 3 members with two-year terms and 4 members with three-year terms.

Conflict of Interest

Outdoor Public Art Committee: An individual who would receive financial gain from the selection of artists or artwork is not eligible to serve on the Committee.

Artist Selection Panel: An individual who has a personal relationship with competing artists is not eligible to serve on artist selection panels. An artist selected to serve on an Artist Selection Panel is precluded from having his/her work considered for a public art project during his/her time of service.

OUTDOOR PUBLIC ART MASTER PLAN FOR UNIVERSITY PARK:

The Outdoor Public Art Master Plan for University Park is the responsibility of the AVPPP. It complements the Campus Master Plan and is approved by the Facilities Resources Committee (FRC). The Outdoor Public Art Master Plan is an "opportunities plan" that provides a rational approach to ensuring the best fit between site and public art. The Plan delineates three types of outdoor spaces, and specifies the parameters for siting outdoor public art in each of those spaces. They include:

Icon spaces:

Icon spaces and corridors are the most visible places on campus.

Icon spaces are recognized symbols of the University.

Outdoor public art in these spaces has universal interest and great significance to the University.

The scale of the art corresponds to the scale of the space.

Public spaces:

Public - Primary spaces and corridors are among the most highly visible and most widely recognized spaces on campus.

Public - Secondary spaces and corridors are visible to the public and are well visited.

Public - Peripheral spaces and corridors are not highly visible to the public.

Outdoor art in these spaces is as visible, significant, and public as the space it occupies.

The scale of the art varies from monumental to human-scale.

Private spaces:

A "private" space is typically located in courtyards or niches between buildings.

Private spaces are not highly visible to the public and will generally be visited by those who work or live adjacent to these spaces, or through individual discovery.

Outdoor public art may relate more directly to a unit or represent a more personal statement by a donor than in other campus spaces.

The scale of the art may vary from human-scale to intimate-scale.

The Outdoor Public Art Master Plan is used to guide decision-making regarding siting and selecting outdoor public art. It is the foundation for identifying and evaluating sites for outdoor public art, and for recommending a preferred location for each work of outdoor public art. An inventory of outdoor public art is maintained that includes works of art that are and are not in the Palmer Museum of Art's collection.

PROCEDURES FOR SELECTING, ACQUIRING, AND SITING OUTDOOR PUBLIC ART: APPROVAL PROCEDURES:

Outdoor Public Art Master Plan:

The Outdoor Public Art Master Plan Committee develops the Outdoor Public Art Master for the University Park Campus.

The Outdoor Public Art Committee reviews and recommends the Outdoor Public Art Master Plan to the AVPPP for approval.

The AVPPP recommends the Master Plan to the FRC for approval.

Permanent Outdoor Public Art at UP:

Nominator presents proposal to Outdoor Public Art Committee for approval.

The Outdoor Public Art Committee reviews each application for the installation of outdoor public art for conformance with the Campus Master Plan and Outdoor Public Art Master Plan.

The Outdoor Public Art Committee recommends proposal to the AVPPP for approval.

The AVPPP recommends the proposal to the FRC for approval.

Permanent Outdoor Public Art at campuses other than UP:

The nominator presents proposal to the campus' Dean for approval.

The Dean may request advice from the University's Outdoor Public Art Committee.

The Dean recommends the proposal to the FRC for approval.

Temporary Installations of Outdoor Public Art (does not include temporary installations of student projects administered by the School of Visual Arts or other colleges and schools). Also, refer to Policy AD57.

At UP, the proposal may be reviewed by the Outdoor Public Art Committee, if requested by the AVPPP, and must be approved by the AVPPP.

At campuses other than UP, the proposal may be reviewed by the Outdoor Public Art Committee if requested by the Campus Dean or CEO, and must be approved by the Campus Dean or CEO.

APPLICATION:

Those interested in installing outdoor public art on campus shall submit an application to the Outdoor Public Art Committee which includes the following information:

Name of artist and artist's biographical data.

Name and description of the work of art.

Cost and value of the work of art.

Location(s) of artist's other works of art.

Provisions for property insurance.

Maintenance Plan with life cycle costs for the work of art.

Method of acquisition:

If the art is a gift to the University, the name of the donor and any conditions requested by the donor must be provided.

If a purchase is to be made, the source of funding and any conditions attached to the use of the funds must be provided.

Description of artist's intent for work of art, or a proposed site for the work of art that is consistent with the UP Campus Master Plan and Outdoor Public Art Master Plan.

MAINTENANCE AND CONSERVATION OF OUTDOOR PUBLIC ART:

OPP will approve the methods for installing and removing outdoor public art.

Funding sources must be identified before action is taken.

OPP will maintain outdoor public art at the UP campus. Public art at campuses other than UP will be maintained by that campus' physical plant. Central Funding may provide monies for maintenance and liability insurance costs, if required.

An analysis of anticipated maintenance requirements will be a consideration in the selection of outdoor public art. Permanent public art must be durable, require minimal maintenance, and have a life expectancy of 20 years or more. The

source of maintenance funding must also be identified.

OWNERSHIP OF OUTDOOR PUBLIC ART:

Outdoor public art installed on campus is the property of the University. The

University may remove a work of art from public display.

Outdoor public art may be accessioned or de-accessioned by the Palmer Museum of Art in accordance with its mission and collection policy.

CROSS REFERENCES:

Other Policies in this manual should also be referenced, especially the following:

AD51 - Use of Outdoor Areas for Expressive Activities

AD57 - General Regulations on Use of University Property

Effective Date: December 2, 2004

Date Approved: November 22, 2004

Date Published: December 1, 2004

Most recent changes:

New Policy.

[top of this policy](#)[GURU policy menu](#)[GURU policy search](#)

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CROSS REFERENCES:

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Effective Date: December 2, 2004

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Most recent changes:

New Policy.

[top of this policy](#)[GURU policy menu](#)[GURU policy search](#)

[GURU home](#)[GURU Tech Support](#)[Penn State website](#)



POLICY LIBRARY

<http://www.policy.ku.edu>

CATEGORY: Operational: Facilities

POLICY STATUS: Approved

POLICY TITLE:	Public Art on Campus
POLICY ADDRESS:	
POLICY PURPOSE:	To describe the process by which proposals are considered for the permanent installation of art works in exterior and interior public campus spaces.
APPLIES TO:	The University of Kansas, Lawrence Campus

POLICY STATEMENT: The Public Art on Campus Committee is appointed by and is advisory to the Provost and Executive Vice Chancellor. Members include a representative of the Chancellor's Office, the Vice Provost for Scholarly Support, a representative of the School of Architecture and Urban Planning, a representative of the School of Fine Arts, and a representative of the Spencer Museum of Art.

The committee does not hold regular meetings; rather, it is convened when there are proposals to consider. The Vice Provost for Scholarly Support serves as convener.

The responsibilities of the committee are as follows:

Evaluate all proposals for the permanent installation of art works in exterior and interior public campus spaces, taking into consideration the quality of the art work, the appropriateness of the site, and any related issues.

Consult with the Lawrence Campus Historic Preservation Board as needed.

Make recommendations to the Provost and Executive Vice Chancellor.

The committee is not responsible for the following:

Review or approval of installations in the galleries of the Spencer Museum of Art, the Kansas Union, or the School of Fine Arts. Such installations are the responsibility of staff of the respective units.

Evaluation of plans for the design or installation of memorials, buildings, or other University facilities. The University Architect and the Office of Design and Construction Management are responsible for advising the Chancellor and the Provost and Executive Vice Chancellor on such installations.

Routine evaluation of requests for temporary installations that do not fall within the purview of the University Events Committee. Such requests are reviewed and approved by the Provost and Executive Vice Chancellor, who may solicit the advice of the committee on a case-by-case basis.

CONTACTS:**Responsible Office:**

Office of the Provost and Executive Vice Chancellor

University of Kansas

Strong Hall, 1450 Jayhawk Boulevard, Room 250

Lawrence, KS 66045

785-864-4904

provost@ku.edu

Contact:

Jeannette Johnson

Assistant to the Provost and Executive Vice Chancellor

785-864-4904

jjohnson@ku.edu

APPROVED BY:

Provost and Executive Vice Chancellor

APPROVED ON:

June 8, 2006

EFFECTIVE ON:

June 8, 2006

REVIEW CYCLE:

Review as needed.

REVIEW/CHANGE HISTORY:

Updated April 24, 2008 with appropriate title changes.

LOANS OF WORKS OF ART TO UNIVERSITY OF ROCHESTER BUILDINGS:

Consistent with the Association of Art Museum Directors' policy (see attached), it has been determined by the Art Committee that requests for on-campus art will be fulfilled with works that have been deaccessioned from the collection and have been determined to be of inconsequential resale value; loans from a limited pool of work from the permanent collection that has been selected by the director and curators; and art that has been donated to the Gallery expressly for the purpose of directing to the University of Rochester.

1. Loans of work from a selected group to be called the "Loan Collection" may be made to the University of Rochester for a limited list of spaces: Witmer House (the President's House); Barry House (the Provost's House); Rush Rhees Library; Wallis Hall (Administration Building).

2. All loans must comply with the following guidelines:

- a) Appropriate and safe location with climate control and security that have been approved by the MAG registrar;
- b) Location in public spaces that are accessed routinely or during University and community events; art is not to be placed in private quarters not typically accessed by the public, such as bedrooms and studies;
- c) Loan period is for one year, subject to renewal;
- d) Artwork is to be prepared by MAG staff and routinely will include protective glazing (glass) and security hanging hardware as deemed appropriate and necessary by MAG registrar or designee;
- e) Installation of artwork to be overseen by MAG registrar or designee; if artwork needs to be moved for any reason, MAG registrar or designee needs to supervise movement;
- f) ID label must be placed with artwork;
- g) Artwork is subject to recall at any time if needed for loan to another museum or for any other reason deemed necessary, or if location or environmental conditions are not appropriate for the artwork;
- h) If conservation or reframing is deemed necessary for an artwork requested for loan, the cost shall be borne by the borrower;
- i) Pursuant to the adoption of this policy, an appropriate River Campus representative shall be identified to be the on-site liaison with the MAG registrar. This person will have responsibility for inspecting the artwork periodically to determine if environmental and security standards are being met.