

## **Policy 6.4.2      Art Loans and Gifts**

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### **POLICY PURPOSE:**

This policy is designed to establish consistent procedures for evaluation of proposed gifts or loans of artwork to the City of Sunnyvale.

### **POLICY STATEMENT:**

It is the City's intention to develop a collection of art that is of the highest quality; that will encompass a broad range of artistic styles and media; that will improve the quality of life in the community and be a source of pride to all residents.

#### **1.      Definitions**

For the purpose of the Sunnyvale unsolicited Art Loan Policy, works of art will include but not be limited to:

- Painting - all media, including portable and permanently affixed works, such as murals
- Sculpture - in all media, in the round, bas relief, mobile, fountain, kinetic or electronic
- Crafts - in clay, fiber, wood, metal, plastics and other materials
- Textiles
- Mosaics
- Photography
- Stained glass
- Calligraphy
- Graphic arts, including printmaking and drawing
- Mixed media

#### **2.      Criteria**

The following criteria will be used to evaluate each unsolicited art loan or gift:

- A.      The quality of the artwork;
- B.      The relationship of the artwork to the existing public art collection in terms of diversity in style and media;
- C.      The City's ability to handle, place, maintain and conserve the artwork; and
- D.      Costs to the City.

#### **3.      Process**

Each unsolicited art loan or gift will be reviewed by staff and the Arts Commission. A recommendation will then be forwarded to Council for final determination. The City shall be responsible for all costs to exhibit artwork that is

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accepted as a permanent donation to the City's art collection, including installation costs, insurance coverage, identification plaque and on-going maintenance. If an artwork is accepted on loan, the artist shall be responsible for all costs to exhibit artwork, including transportation, installation, insurance, identification and de-installation. At their option the artist may propose that the City pay a portion of these costs. This would require Council approval and a budget modification should Council decide to pay a portion of the costs related to display of a loaned artwork.

Recommendations for acceptance of an artwork will include a proposed site for installation or exhibition. In addition, costs to the artist, donor and/or City will be specifically defined for transportation, installation, insurance, identification plaque, maintenance and de-installation (when appropriate).

The City encourages clear, unrestricted gifts to the permanent public art collection. Any condition(s) or restriction(s) attached to the gift or loan of artwork will be evaluated by staff and the Arts Commission. No work of art will be accepted with an attribution or circumstances of exhibition guaranteed in perpetuity. A legal document of transmittal, transferring title of the art work and defining the rights and responsibilities of all parties, will accompany all gifts and loans of art work. Curatorial documentation of art work will include artists' name, descriptive record of the work, photograph and condition of the work.

(Adopted: RTC 88-561 (12/20/1988); (Clerical/clarity update, Policy Update Project 7/2005)/Administrative update (March 2012))

Lead Department: Department of Library and Community Services