

LIBRARY POLICY: A-19

EFFECTIVE DATE: April 6, 2009

(This Policy Supersedes 4/5/99)

SUBJECT: Library Displays of Artwork and Other Materials

POLICY:

## **I. PURPOSE**

The purpose of this policy is to establish a Public Art Program by which the City of Sunnyvale can accept artwork and other materials for temporary display in the Sunnyvale Public Library. The policy establishes the goals and objectives of the Library's Public Art and Display Case Program and provides guidelines for exhibiting art at the Library.

The Sunnyvale Public Library is not exclusively a gallery or exhibition space and is not a public forum. The Library is frequented by City employees and members of the public, including children, from a highly diverse community. Therefore, the Library will not display artwork or other materials containing explicit sexual imagery, nudity, graphic depictions of violence, or any artwork or materials that creates a hostile work environment for employees.

The policies outlined below will be subject to periodic review. From time to time, the City may adopt and incorporate into this policy such additional guidelines as it deems necessary.

## **II. THE SUNNYVALE PUBLIC LIBRARY PUBLIC ART PROGRAM**

### **A. Goals & Objectives**

The goals and objectives of the Sunnyvale Public Library Public Art and Display Case Program are:

1. To enliven and enrich the Library environment by incorporating public art and other materials of aesthetic, historic, cultural, or educational value.
2. To enhance the aesthetic experience of persons visiting and working in the Library.
3. To promote diversity by displaying artwork and other materials that reflect the social, ethnic and cultural fabric of the City of Sunnyvale.

4. To increase public exhibition opportunities for artists who live in Sunnyvale.
5. To educate and enrich the community by presenting materials relevant to Sunnyvale history and culture.

**B. Administration**

The Director of the Sunnyvale Public Library shall administer the Public Art and Display Case Program, coordinating with other staff as necessary. The Library Director or his or her designee will:

- a. Select the appropriate areas for display of artwork and other materials such as library walls and display cases.
- b. Convene the Art Selection Committee as needed.
- c. Prepare and monitor all necessary records and documentation.
- d. Help coordinate all physical and logistical components of art installation. However, the artist is responsible for installation and removal of his or her artwork.
- e. Coordinate publicity and media attention for displays. However, the Library has no obligation to publicize any artwork.

**C. Maintenance, Protection, and Sale of Artwork and Other Items**

1. The City is not responsible for maintaining or protecting artwork or other materials while on display at the Sunnyvale Public Library. The artist, artist's agent, or lender of the materials must sign a waiver releasing the City of Sunnyvale from any and all liability for loss or damage to the works or items on display.
2. The artist or artist's agent may include his/her name and contact information along with the display, but the Library shall not be responsible for facilitating the sale of any work of art. The Library's Public Art and Display Case Program is not intended as a means of commercial sales.

### III. SELECTION OF ARTWORK AND DISPLAYS

#### A. DISPLAY CASE

1. The Library Director or designee is solely responsible for determining what items will be exhibited in library display cases. The Library Director may, at his or her sole discretion, work with an exhibitor and incorporate loaned materials into an exhibit. The Library Director is not obligated, however, to accept any materials offered for an exhibit.
2. Displays should be of general cultural and educational interest to the community, such as historic photos and artifacts, natural history collections (fossils, shells), collections of children's toys or dolls, antiques, vintage games or books. Displays should include 3-dimensional items of appropriate size. Descriptive labels should be included if applicable. No items or services for sale may be displayed.
3. If library books are used in the display, they may not be checked out until the display is dismantled.

#### B. ARTWORK SELECTION COMMITTEE

1. As needed, the Library Director or his or her designee shall convene an Artwork Selection Committee consisting of at least **two** library staff and one representative of the local art community appointed by the Library Director.
2. Representatives of the local art community will be chosen based on their aesthetic expertise and may include artists, architects, curators, and other arts professionals (excluding dealers, agents, or representatives of artists applying to the panel).
3. The Artwork Selection Committee will review artwork according to the Artwork Selection Criteria set forth in Subsection III(B), below, and make recommendations to the Library Director.
4. Artwork will be displayed for two months or for a period agreed upon by the Library and the artist before the art is installed.
5. The Library Director shall have final authority over the selection, arrangement, placement and duration of display of all works of art.


**B. ARTWORK SELECTION CRITERIA**

1. Artwork must have artistic merit that enhances the aesthetic experience of those who visit and work in the Sunnyvale Public Library.
2. Preference will be given to artists who are residents of Sunnyvale. For display in the Children's Room, preference will be given to works of art by children.
3. The Sunnyvale Art Club and Sunnyvale Photo Club may each display one work of art in the Library, rotating the pieces on a monthly basis, subject to approval by the Selection Committee and the Library Director.
4. The artwork must be suitable for display to a diverse audience including children and employees. It should enhance its setting and help create a sense of place. The Library will not display artwork that contains explicit sexual imagery, nudity, or graphic depictions of violence, or any artwork that would create a hostile work environment for employees
5. Artwork must be in good condition and suitable in scale, materials, and form for display in the Sunnyvale Public Library for a period of two months.
6. The Library will not accept works of art that, due to the manner of construction, materials, or any other factor, may pose a threat to public safety.
7. From time to time, the Library may request artwork that is relevant to special event or theme.

PREPARED BY: Christine Mendoza

March 10, 2009  
Date

This policy was approved on April 6, 2009 and is to be included in the Library Policy Manual.

  
Lisa G. Rosenblum  
Lisa G. Rosenblum  
Director of Libraries