

**SUBJECT: LIBRARY ART DISPLAYS**

**EFFECTIVE: OCTOBER 25, 2013**

**SUPERSEDES: 8/2011**

**1. PURPOSE:**

- A. Library Art display areas are utilized to showcase works of art in order to support and promote emerging artists in the local or regional area and to provide an enhanced aesthetic environment.

**2. POLICY:**

- A. Art display areas are provided in Library branches based on a space available basis.
- B. Exhibits will be selected by an Art Display Selection Committee (Committee) and can be booked up to one year ahead of the exhibit date.
- C. Display areas generally consist of linear feet of wall space in meeting rooms. The display area may include exhibit cases whose use would then be subject to this policy. All exhibit spaces must be approved by the Public Service Regional Manager.
- D. Art display areas are limited to topics and items selected by the appropriate Committee and do not constitute a limited public forum or a Public Forum.
- E. Selection criteria is as follows:
  - (1) Local or regional artists
  - (2) Works of art displaying a local or regional theme
  - (3) Works of art displaying literary themes and materials
  - (4) Works of art using creative or innovative techniques.
- F. Each Committee is chaired by the Library Art Display Coordinator and should consist of:
  - (1) Art Display Coordinator as appointed by the Supervisor.
  - (2) Supervisor or Regional Manager.
  - (3) A member of the community with Fine Arts credibility.
  - (4) A representative of the local Friends of the Library.
- G. Art Displays will be publicized in the library's events calendar and to the media as time and space allows.
- H. Exhibitors are required to sign an *Indemnity Agreement* prior to setting up their exhibit. The library assumes no responsibility for loss or damage to exhibited and/or stored items.

- I. Customer concerns or complaints about art display areas will be handled in the following manner:
  - (1) The customer should first seek resolution from the supervisor.
  - (2) If unsatisfied with the response of the supervisor, the customer may send a letter to the Library Director requesting review of the art display. The letter must be received no later than fifteen (15) days after the initial complaint to the branch or department supervisor.
    - (a) The Library Director or designee appoints a panel to review the customer's complaint. This panel should consist of:
      - (i) Two Managers and/or Public Service Regional Managers
      - (ii) A member of the community with Fine Arts credibility.
      - (iii) A representative of the local Friends of the Library.
    - (a) The panel reviews the exhibit, the customer's letter and any relevant policies, and informs the customer in writing of their decision within fifteen (15) days of receipt of the customer's letter of complaint.
    - (b) Within seven (7) days of receipt of the review panel's decision, the customer may send a letter of appeal to the Library Director. The Director has seven (7) days to review the panel's decision and respond to the customer in writing.
    - (c) Within seven (7) days of receipt of the Library Director's decision, the customer may send a letter of appeal to the Tampa-Hillsborough County Public Library Board. The Library Board reviews the decision at their next regularly scheduled Board meeting and informs the customer of their decision in writing. The decision of the Library Board is final.

### **3. PROCEDURE:**

- A. Composition of the Art Display Selection Committee (Committee)
  - (1) Each selection committee should have at least three but no more than five members.
  - (2) The community member should be appointed by the Regional Manager.
- B. Selection of Artwork
  - (1) Committees are responsible for soliciting, previewing, and selecting the works to be exhibited.
  - (2) The Committee should meet on an as-needed basis, no less than twice a year, and preferably quarterly, in order to maintain an advance schedule of exhibitions with a goal of booking art displays one year in advance of the current date.
  - (3) Priority should be given to works of art that meet criteria cited in this policy,

but exceptions can be made for national traveling exhibits with the approval of the Library Director or designee.

- (4) The standard exhibition time frame is either one (1) or two (2) months. Exceptions to this length must be approved by the appropriate Regional Manager.
- (5) Samples of the artist's work must be previewed by the Committee. These can be photographs or digital images in addition to (or instead of) original artwork.
- (6) All reviewed artists should be notified of the Committee's decision. Selected exhibitors should receive written confirmation of the time reserved and exhibit terms/conditions along with a copy of this policy and the *Indemnity Agreement* which must be signed before a display can be set up. The library assumes no responsibility for loss of or damage to items exhibited. Library-owned items do not require indemnity agreements, in order to be exhibited at the Library.

C. Presentation of the Artwork

- (1) Artists are responsible for hanging their own works. The Library will provide suitable materials to be used during the installation (usually chains and s-hooks).
- (2) All artwork must be display ready (framed or mounted in finished form.)
- (3) Price tags may not be displayed. Staff may keep business cards and price lists for the artist(s) at the reference desk.
- (4) Artist-provided identification labels generally cannot be affixed to the building walls but can be attached to the frames of the artwork. Exceptions may apply for custom built display fixtures such as in the Kotler Gallery of the John F. Germany Library.

**4. AUTHORITY:**

Pursuant to Section 5(1) of [Chapter 84-443](#), Laws of Florida, the Library Board has the duty and the responsibility, among others, to serve in a recommending capacity to the Director of Library Services and to the County Administrator in respect to all matters pertaining to the public library.

Approved:

Andrew Breidenbaugh, Director