

8.P.57 Art Acquisition

It is the policy of the college to effectively manage the acquisition of art on its campus(s). It is ultimately the authority of the Executive Cabinet to accept or reject the recommendations of the Art Committee.

Artwork acquired from external or internal donors, and purchase shall be the property of Lake Washington Technical College or the Lake Washington College Foundation. Artwork acquired from the APP program is property of the state art collection.

Detailed procedures for art acquisition, establishment of the Art Committee, and decommissioning and deaccessioning artwork will be further defined in administrative procedures and will be incorporated in the Lake Washington Technical College Policies and Procedures Manual.

Adopted March 5, 2007

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Introduction:

From time to time, Lake Washington Technical College (LWTC) has the opportunity to acquire artwork either from: 1) external donors; 2) internal donors; 3) purchase; or 4) Art in Public Places Program (APP). There are a limited number of spaces on our campus(s), and the LWTC Art Committee is charged with the responsibility for reviewing all artwork proposed for acquisition and making recommendations to the Executive Cabinet as to how these spaces are to be enhanced with acquired art for the greatest good of the campus community.

For donated artwork the LWTC Art Committee is charged with the responsibility for reviewing all artwork proposed for donation either from external or internal donors and making recommendations to the Executive Cabinet *and* the Lake Washington College Foundation. It is ultimately the authority of the Executive Cabinet in coordination with the Lake Washington College Foundation to accept or reject the recommendations of the Art Committee for donated art.

Additionally, the Art Committee is charged with the responsibility for ensuring that art acquired via the Art in Public Places program adherences to additional requirements outlined in state statutes WAC 30-40, WAC 30-02, and RCW 28B.10.025.

Depending on the proposed location for placing the artwork, other review committees may also need to render a subsequent recommendation. After reviewing a proposal, the Art Committee makes a recommendation to the Executive Cabinet and, for donated art, to the Lake Washington College Foundation to accept or decline the gift. The artwork must be approved and accepted by the LWCF before placement can occur. Nothing in these guidelines limits or modifies in any way the authority of the College to accept or reject gifts of public art.

The following criteria provide Lake Washington Technical College, the Lake Washington College Foundation the Art Committee, and the potential donor a framework to assure a timely and responsive review process. The criteria will also assure the appropriateness of such donations. The Art Committee will review potential gifts of art and potential projects that could be developed with regard to:

- * Appropriateness of the gift to the College's public art collection,
- * Quality of design, materials and construction of the proposed gift, and
- * Accessibility, public safety, site improvements, costs to the College, and maintenance requirements.

- * Project ideas and proposals that integrate with the College master plan

Establishment of the Lake Washington Technical College Art Committee:

1. The Art Committee shall be representative of the LWTC community and will consist of five to eight voting members including, but not limited to, members from the following areas: Administrative Services, Associated Student Government, Student Services, College Council, Campus Services, Institutional Advancement, and Instructional Services. The Executive Cabinet, or designee, will nominate representatives from each of the above areas.
2. The number and composition of voting committee members may vary depending upon the size and complexity of the project. Non-voting advisors, consisting of community, design, technical and other College or community representatives may participate on the committee. If the donated artwork is to be integrated with a newly constructed building, the designer of the new construction, or the designer's representative, shall be included in the Art Committee meetings. Members of LWTC's Art Committee will also participate in the percent-for-art selection process that occurs when state-funded construction or renovations over \$200,000 take place.
3. The Art Committee will establish criteria for selecting art that is appropriate for LWTC.
4. Community involvement is encouraged. All meetings of the Art Committee are open to the public and are held on site or near to the site of the proposed artwork installation.
5. The Art Committee will render a decision by vote with the majority carrying the decision. The recommendation by the Art Committee will be submitted to the Executive Cabinet and in the case of donated art, also to the Foundation for their formal vote of acceptance. Artists will receive notification of the results of the selection process after the Executive Cabinet and Foundation has reviewed and acted upon the recommendation of the Art Committee.

Summary of the Review Process for Donated Art:

1. Potential donor discusses with the College Foundation at the inception of the idea of donating artwork to the College. A staff person from the Foundation will be designated to work with the potential donor throughout the review process.
2. Potential donor works with Foundation staff and the Art Committee to review the appropriateness of a proposed gift to the College. This threshold issue of appropriateness should be addressed before the donor invests inordinate amounts of time or money in designing a work or in preparing a detailed application.
3. Once the Art Committee has rendered a decision regarding the appropriateness of the proposed gift, the potential donor will prepare additional application materials for review according to the *Criteria for Review* (see below). Foundation staff will assist the potential donor to assure the completeness of the application.
4. The Art Committee reviews a potential donor's application material according to the *Criteria for Review* (see below). To assure a timely review of a potential gift, the Art Committee will schedule a review of a project within two weeks of receipt of the application.
5. If the application is determined to be complete at the time of its review, the Art Committee will vote to make a recommendation to the Executive Cabinet as to whether to accept or not accept a proposed gift. The recommendation of the Art Committee is then forwarded to the Foundation for review and

action at the next scheduled meeting. The submission to the Foundation will include designs, plans and supporting documents reviewed by the Art Committee, as well as recommendation(s) from other appropriate review bodies, if any.

Criteria for Review for Donated Art:

1. The Art Committee will evaluate the appropriateness of the gift. The proposed donation of artwork must be of appropriate theme, character, and design for public display, and must be consistent with the objectives of the Lake Washington Technical College mission, architecture and master plan. Appropriateness is a threshold issue. It is recommended that a proposed donor gain the consensus of the Art Committee that the proposed gift is appropriate before investing inordinate amounts of time or money in planning, designing or documenting a potential gift.
2. The proposed donation of artwork shall be of high quality design, materials, and construction. It shall be designed and fabricated for durability and safety as well as for relatively low maintenance. It should retain its intended appearance and function over a substantial period of time.
3. The artwork proposed for donation shall be accessible to the general public.
4. The artwork proposed for donation shall not contain commercial advertising.
5. The appropriate level of design documentation will be required at all stages of the review process.
6. The Foundation will work with the donor and/or the artist to integrate a plaque into the site.
7. Any required commitment of College resources to the project must be thoroughly identified, understood and agreed upon prior to the acceptance of any donation. An itemized breakdown of all College contributions shall be required including estimates for all structures for display, lighting, labor, and ongoing maintenance.
8. Artwork will be consistent with suitability criteria established by the Art Committee.

Summary of the Acquisition Process for Purchased Art:

The Art Committee will evaluate the appropriateness of artwork acquired through college purchase. A representative from the department that proposes the purchase will be included as a voting member of the Art Committee. The proposed artwork must be of appropriate theme, character, and design for public display, and must be consistent with the objectives of the Lake Washington Technical College mission, architecture and master plan. Appropriateness is a threshold issue. It is recommended that the artwork proposed for purchase gain the consensus of the Art Committee before investing inordinate amounts of time or money in planning or designing a potential artwork purchase. Artwork will be consistent with suitability criteria established by the Art Committee.

The Art Committee will render a decision by vote with the majority carrying the decision. The recommendation by the Art Committee will be submitted to the Executive Cabinet for their formal vote of acceptance prior to the creation of a purchase order for artwork.

Relocation Decommissioning and Deaccessioning Acquired Art:

Note: Art acquired via the APP process is property of the state art collection as defined in RCW 43.46.095 and require specific procedures defined in WAC 30-40-010 -30-40-090 maintenance,

relocation, and decommissioning. The Art Committee will work with the Arts Commission in the case of repair, relocation or decommissioning of artwork acquired through the APP process.

The Art Committee is responsible for making recommendations to the Lake Washington Technical College on the matter of artwork relocation. Artwork relocation may be considered for one or more of the following reasons:

1. The current location of artwork limits public accessibility
2. The condition or security of the artwork cannot be reasonably guaranteed in its present location.
3. Significant changes in use, character or actual design of the site require a re-evaluation of the relationship of the artwork to the site.
4. Re-development of a public space offers a location that may be a more appropriate site.

When the Art Committee determines that a piece of artwork meets one or more of the criteria established above:

1. The Foundation staff will inform the donor/artist that the artwork is being reviewed for consideration of relocation.
2. The Art Committee will solicit recommendation(s) from other appropriate review bodies, if any.
3. The Art Committee will render a decision by vote with the majority carrying the decision. The recommendation by the Art Committee will be submitted to the President and executive cabinet for their formal vote and action.

Decommissioning and Deaccessioning:

The Art Committee is responsible for making recommendations to the Lake Washington Technical College Executive Cabinet on the matter of artwork decommissioning and/or deaccessioning. Decommissioning is the process of removing an art piece; deaccessioning is the process of selling existing installations of artwork from the collection. Reasons for deaccessioning may include, but are not limited to:

1. Artwork has been damaged or has deteriorated to the point where restoration is impractical or unfeasible, or the cost of restoration is excessive in relation to the appraised value of the artwork.
2. Artwork has been determined to be incompatible with the intent of the collection.
3. Artwork is deemed inappropriate.
4. Artwork has been determined to be of inferior quality relative to the quality of other works in the collection.
5. Artwork endangers public safety.
6. Significant changes in the use, character or actual design of the site require a re-evaluation of the relationship of the artwork to the site.
7. Artwork is not or is rarely on display.
8. Artwork requires excessive maintenance or has faults of design or workmanship and the College cannot properly maintain it.

When the Art Committee determines that a piece of donated artwork meets one or more of the criteria established above, the committee shall:

1. Direct the Foundation to inform the donor/artist that the artwork is being reviewed for consideration of decommissioning or deaccessioning.
2. Solicit recommendation(s) from other appropriate review bodies, if any.
3. Render a decision by vote with the majority carrying the decision. The recommendation by the Art Committee will be submitted to the Executive Cabinet and the College Foundation for their formal vote of acceptance and action.

If the Lake Washington College Executive Cabinet approves the decommissioning or deaccessioning of a piece of artwork, the College shall consider the following courses of action:

1. Sale or trade. The College shall offer the right of first refusal to the original donor or artist, if still alive.
2. Gift to another governmental entity.
3. Destruction of the artwork if deteriorated or damaged beyond repair or if determined to have negligible value.

Placement and Security:

The Art Committee will consult with Campus Services management for input with regard to placement and security.

Ownership:

Artwork acquired from external or internal donors shall be the property of Lake Washington College Foundation. Artwork acquired by purchase shall be the property of Lake Washington Technical College. Artwork acquired from the APP program is property of the State of Washington.

Adopted March 5, 2007