

## **Process to Review and Recommend Public Art Donations**

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1. Mercer Island Parks & Recreation Department receives request to donate an object.
2. If the Parks & Recreation Director (or designee) determines the object is a work of art, the donation request is presented to the Mercer Island Arts Council.
3. The Arts Council reviews the donation request based on the following criteria:
  - a. Aesthetic quality of the work
  - b. Compatibility with the Mercer Island Comprehensive Plan
  - c. Credentials of the artist
  - d. Installation needs
4. If additional review of a concept or design is required, the Arts Council Chair may task the Public Art Committee with finalizing the concept and/or donation request.
5. After reviewing the donation request, the full Arts Council may vote to recommend that a donation be accepted.
6. The Arts Council's recommendation is forwarded to the Parks & Recreation Director or the City Council for final approval.
7. Once the donation is formally accepted, a transfer-of-ownership agreement is executed, and the donation is complete.
8. Artwork will be installed with the donor and/or artist's consultation as needed.