

City Policy (Based on Oregon City):

City of Sweet Home Public Art Program
Policies and Guidelines

The City of Sweet Home Public Art Program Policies and Guidelines are designed to guide the City's acquisition, retention and deaccession of public art. The City Arts and Culture Committee will administer the Public Art Program, as outlined in the following policies and guidelines.

Goals and Objectives of the Public Art Program

- Develop a program which contributes to and enhances community identity and pride;
- Provide the highest quality artwork available, promoting excellence and demonstrating diversity and variety of media;
- Increase public exhibition opportunities for artists who live or work in the Sweet Home area;
- Encourage public participation and interaction with public spaces, kindling awareness of how surroundings impact experience;
- Enrich the public environment for both residents and visitors through incorporation of the arts.

Criteria of Artwork

Highest quality of aesthetic experience is the primary criterion for selection of public art in Sweet Home. The objective of the Public Art Policy is to develop a worthwhile, enduring and varied collection of artworks that enhances, enlivens and enriches the City while reflecting the values of the community. In the context of these objectives, the following guidelines apply:

<i>Media</i>	All visual art forms and materials will be considered.
<i>Style</i>	Artwork reflecting any school, movement, method style will be considered.
<i>Range</i>	Artwork may be functional or non-functional; conceptual or tangible; portable or site-specific; folk art, craft or fine art; temporary or permanently installed, borrowed or purchased.
<i>Theme</i>	The theme of public artworks must center on Sweet Home's natural environment, natural resources, or history.
<i>Character</i>	Artworks must be appropriate in scale, media, style and content to the project and environment to which they will relate.
<i>Permanence</i>	Consideration should be given to structural and surface integrity and should not require excessive maintenance and repair costs.
<i>Design Elements</i>	In addition to meeting aesthetic requirements, public art may also be asked to serve as a means of defining architectural space, e.g. establish focal points, clarify identify, indicate boundaries, modify and/or enhance specific spaces.

*Public Safety/
Liability* Artworks and art places must be free of unsafe conditions or other factors bearing on public liability.

Diversity The Public Art Program should strive for diversity, reflecting the social, ethnic and cultural fabric of the City.

Selection of Artists

Artistic integrity is primary. Artists will be chosen based on their qualifications as demonstrated by past work, past experience with public art, and successful completion of previous projects similar in scope and demand. Selected artwork will be original work completed by the submitting artist.

Specifically excluded are works completed by students under the supervision of art instructors or completed to satisfy course requirements.

Selection Methods

Artwork may be selected by purchase, commission, donation, or by contract with the artist as part of a design team. An artwork may also be selected for purchase on its own merit, independent of the artist. Types of selection are as follows:

Direct Selection	Artist(s) chosen directly by Selection Jury
Limited Competition	A small number of artists are invited by Selection Jury to submit proposals.
Open Competition	All artists are welcome to apply, subject to limitations established by Selection Jury.
Invitation	Based on reputation and experience, an artist is invited by the Selection Jury and paid to develop a proposal.
Donation	Triggered by a citizen offer to contribute artwork to the Public Art Program, the Selection Jury will review the work in terms of whether it satisfies stated "Criteria of Artwork" elements, and whether a suitable and appropriate site exists to exhibit the artwork.

Selection Jury

The City Arts and Culture Committee will be responsible for coordination, selection and purchase of artwork for the Public Art Program, using the procedures established and described in this document. The Committee will appoint members to the Selection Jury. Each Jury will be comprised of at least the following:

- A minimum of two arts professionals (specifically excluding dealers, agents or representatives of artists applying to the Jury;)
- Two members of the Arts and Culture Committee, one serving as chair of the Jury and the other as a voting member. Chair will vote only to break a tie;
- One member of the community-at-large or neighborhood association, if applicable.
- Two representatives of the department or area most closely aligned with the project under consideration.

Duties and Responsibility of the Selection Jury

- Review, evaluate and discuss credentials, proposals and/or materials submitted by the artists.
- Via majority vote, recommend the award of the commission or decide to further investigate 2 or 3 finalists.
- If further investigation of finalists is decided, draft list of information and/or additional materials required. Conclude investigation as rapidly as possible, convene for further discussion and, via majority vote, recommend awarding of the commission.
- Inform the Arts and Culture Committee in writing of Selection Jury's decision to recommend, citing reasons for selection.
- If the Selection Jury cannot reach an agreement, the matter will be referred to the Arts and Culture Committee.
- The Selection Jury retains the right to make no selection if, in its opinion, there is insufficient merit among the submissions. If this occurs, the Arts and Culture Committee will determine whether to recommend that the project be abandoned, begin a new selection process or take some other course of action.

Artist Responsibilities

- If selected for a commissioned artwork:
 - be willing to sign and abide by the terms stated within a Personal Services contract with the City of Sweet Home,
 - execute and complete the work in a timely and professional manner,
 - maintain an effective working relationship with the project team and staff;
 - advise the Arts and Culture Committee immediately of any significant changes to the scope, materials or design of the work after contract is signed (all changes must be reviewed and approved prior to completion, in accordance with the City requirements).
 - be responsible for all design and execution of the work, including site preparation and installation, unless otherwise stipulated in the contract;
- If an existing work is selected for a portable art collection, the artist (or owner) will:
 - deliver the selected piece promptly,
 - ensure that it is substantially and wholly is the same work who image was reviewed by the Selection Jury,
 - provide transfer of title to the City of Sweet Home, and third-party substantiation of stated value;
- Artists' works will be the original product of the artist's own creative efforts and do not infringe on any third party's copyrights or other intellectual property rights.

City of Sweet Home Responsibilities

- Exert reasonable efforts to ensure that any commissioned and/or purchased artwork is available for public viewing and, when available for public viewing, is displayed in an appropriate and respectful manner;
- Exert reasonable efforts to protect the artwork from theft, vandalism or other damages;
- Maintain insurance policies providing coverage for theft, vandalism or other damages to the artwork.
- Coordinate publicity and media attention for artwork.

Arts and Culture Committee Responsibilities

- Manage and administer all implementation aspects of the Public Art Program as follows, coordinating with others (City staff as appropriate and necessary):
 - participate in development of possible Public Art sites;
 - draft and distribute artist prospectuses, stating project goals and site plan;
 - convene Selection Jury and coordinate its work;
 - prepare and monitor all tracking documents, including artist records, art inventories, and contracts;
 - coordinate all physical and logistical components of art installation;
 - coordinate preparation of any necessary signage, including identification labels and/or plaques.
- Serve as information conduit and link between artists, project and building managers (City staff) and others as necessary to ensure a trouble-free project flow.
- Serve as resource, guide and counsel to the Sweet Home City Council and the City Manager regarding planning and other issues related to the Public Art Program.

Ownership/Copyright/Reproduction/Resiting/Resale

- Work purchased, commissioned or accepted as a donation shall be the property of the City of Sweet Home.
- The City intends that the work shall remain accessible to public viewing for as long as the City owns the work. The City retains the right to transfer work from one City-owned site to another, as it deems necessary, or to place in storage in another facility, or to make a temporary loan to another agency or organization.
- After purchase or commission is awarded, the artist/City relationship will be defined by a standard contract addressing copyright, reproduction and resale issues.

Non-destruction/Alteration/Maintenance

- The City generally will not purposefully destroy, damage, alter, modify or otherwise change a public artwork work. If any alteration occurs after the receipt of the work by the City, whether intentional or accidental, the Artist has the right to request that the work shall no longer be represented to be the work of the Artist.
- The City shall be responsible for the proper cleaning, maintenance and protection of the work after its installation, considering any written instructions provided by the Artist at the time of delivery of the work.

Deaccessioning

- Based on criteria developed by the Arts and Culture Committee and City staff, artworks may be released from future City ownership and offered for sale, following procedures stated above in Ownership/Copyright/Reproduction/Resiting/Resale. Written records of the entire process shall be maintained. Outside appraisals or opinions shall be used when appropriate.
- Proceeds from sales or deaccessioned artwork shall be used to fund additional purchases or commissions conforming to the Criteria and Selection Methods described above.