

101.3 SUBJECT: CITY HALL ART POLICY

:1 OBJECTIVES:

- A. To provide a guideline for the purchase, acceptance of donations, acquisition and disposition of art including but not limited to paintings, sculptures, drawings, prints, photographs and other decorative art pieces for Orlando's City Hall collection; and
- B. To provide a guideline for any architectural changes of a permanent or temporary nature or other actions that will alter the character of City Hall.

:2 AUTHORITY:

This procedure amended by City Council April 19, 1993.

:3 DIRECTION:

The Mayor, as an elected official, serves at the pleasure of the qualified electors of the City.

:4 METHOD OF OPERATION:

A. General

The purpose of the City Hall art collection is to provide intellectual and aesthetic enrichment to the community; encourage and promote art and its appreciation throughout Central Florida; to offer changing exhibitions; and to collect and preserve works of art. The collection shall include historical, classical, and modern works of regional appeal concentrating on paintings, sculptures, drawings, prints, photography and decorative arts to focus on, but not be limited to works by Florida artists. The collection shall be acquired by the City through gift or bequest, purchase, or trade.

B. Exhibitions

Rotating exhibitions may be ongoing and may feature works by local artists, touring collections, student works from the Orange County Public School System, and other appropriate sources to tie into ethnic observances, national holidays, current social issues, etc.

Space may also be provided for individual pieces of art on loan from area museums, local artists, and other appropriate private sources.

C. Selection Committee

The majority of City Hall's permanent collection of art will be purchased by the City or sponsored by the private sector. A Selection Committee appointed by the Mayor will recommend to City Council the accessioning, de-accessioning, lending and care of works of art at City Hall as outlined in this procedure. The Committee shall be composed of the following or their designees:

Chief Administrative Officer
Representative of Mayor's Office
Public Art Advisory Board

In addition, the committee will review all art gifted or bequested to City Hall to determine its appropriateness for the collection. The committee will meet on an as-needed basis and will make its decisions based on appropriateness, need, space availability, insurability, restrictions, or other criteria it deems valid.

D. Accessioning/De-accessioning Policy

Works of art may be acquired by City Hall through gift or bequest, purchase, or trade. In these cases, the following procedure applies:

1. The Committee, working with a professional consultant, searches for possible additions to the permanent collection.
2. If applicable, the Committee should seek an opinion in writing from legal counsel for items or circumstances which may present legal questions.
3. A donor must provide an estimated value of the item he/she wishes to donate.
4. All items recommended for purchase or offered as a gift or bequest to the City's collection must be reviewed by the Committee for approval.
5. Once an item has been accepted or rejected for accession into the collection, the Committee proceeds with either returning the object to the donor or accessioning it into the collection.

E. Proceeds

Generally, the purpose of de-accessioning is to upgrade the permanent collection. Therefore, all proceeds from the disposals should be devoted wholly to the purchase of further accessions for the permanent collection.

The City may not de-accession to generate operating or capital funds (or for any purpose other than accessions) without setting forth and adopting a formal resolution in writing which relates the rationale for such an extraordinary course of action.

F. Display Policy

The permanent collection is an important asset of the City. It shall be displayed at all times. When a work of art is on display, every precaution should be taken to assure the security and preservation of the piece.

G. Borrowing Works of Art from Other Institutions

It is the policy of the City to maintain and care for a work of art on loan to the City as if it were its own. It rests with the City whether and for how long objects lent to the City shall be on loan. When receiving or surrendering imported objects, the City shall comply with all government customs regulations and the principles of the UNESCO Convention on import and export of works of art. The

City will self-insure the object for its estimated value and be prepared to cover any cost for damage while it is in the hands of the City unless otherwise agreed upon. All conditions of the loan will be made in writing and sent to the institution lending the work with the original letter of intent.

:5 FORMS:
 None.

:6 COMMITTEE RESPONSIBILITIES:
 None.

:7 REFERENCE:
 Procedure adopted by City Council December 10, 1990,Item 4/47; amended

:8 EFFECTIVE DATE:
 This procedure effective April 19, 1993., 1995.