

## 5.5 Donation Guidelines

Private individuals and agencies can offer artwork as donations or loans to the City of Iowa City or desire to display art owned by those individuals or agencies on public property. Similarly, individuals or groups may also wish to propose a public art project that would be temporarily or permanently installed on City property. These gifts and exhibitions are an important part of the City's growing art collection and presence in the public realm. The Iowa City Public Art Program has established policies and procedures for any unsolicited donations, loans, or exhibition proposals in order to:

- Maintain the quality of the public art collection
- Site the artworks to the most suitable locations
- Establish that there will be funds to protect, maintain, preserve, and conserve artwork on public property
- Evaluate works for quality, safety, durability, and maintainability

The Public Art Advisory Committee (PAAC) is responsible for reviewing all gifts, loans, and public art exhibitions proposed by individuals, organizations, and neighborhood and community groups.

### Definitions

#### Artwork Donations/Gifts/Loans:

- Unrestricted Donation/Gift – The donation of a work of art to the City without any restrictions placed on where it is sited.
- Restricted Donation/Gift – The donation of a site-specific work of art to the City.
- Loan – The loan of a work of art to the City, with or without restrictions placed on where it is sited.

#### Exhibitions/Artwork:

- Temporary Exhibition/Artwork – A proposed exhibition or work of public art installed temporarily on City property. Proposals may be site-specific or not.
- Permanent Exhibition/Artwork – A proposed exhibition or work of public art installed permanently on City property. Proposals may be site-specific or not.
- Exhibition of Privately-Owned Art on Public Property – A proposed exhibition of art not owned by the City but located outside the business or building of the art owner on City property.

## **Public Art Donation Procedures**

1. Proposed donations, loans, and exhibitions should first be referred to the Iowa City Public Art Coordinator. Staff will then assist individuals in identifying the appropriate application that must be submitted for review. Any questions regarding the application should be referred to the staff of the Iowa City Public Art Program.
2. Completed applications and supporting materials, including images, a maquette, or rendering of artwork(s), should be submitted to the Iowa City Public Art Program staff for review.
3. The PAAC will review applications and supporting materials according to the criteria outlined above in Section 5.1 and determine whether they will recommend to accept or reject the proposal. PAAC may attach conditions to its recommendations.
4. If a specific site is recommended for placement of the donated or loaned work or exhibition of private art on public property, the PAAC will review the proposed site and seek approval from the City department that oversees the site. If a site has not been proposed, PAAC will work with the applicant to identify an appropriate location for the work of art or exhibition.
5. If PAAC chooses to accept a proposal, the Iowa City Public Art Program staff will work with individuals or groups on contracts, timelines, and installation of artwork(s).
6. If the work or exhibition has yet to be fabricated, PAAC must be informed of the creation process through progress updates and scheduled studio visits.
7. If the PAAC approves the exhibition of private art on public property, the owner of the private art must execute an agreement with the City whereby, among other things, the owner assumes liability for personal or property damage arising from the exhibition of that private art on public property.
8. If artwork is commissioned, the PAAC will review and approve any subsequent changes in concept or media that are proposed during the execution phase of the contract. If an expanded selection panel was used to choose the artwork, the PAAC has the option of including the expanded selection panel in the review and approval.

### **Dedication of Donated Public Art to Individuals**

From time to time there may be individuals to whom the dedication of a public art piece is warranted. Those individuals should be persons noted for their significant contribution to the culture of Iowa City.

Public art pieces may be dedicated to an individual, provided one of the following procedures are followed:

- At the time the public art project is conceived by the Public Art Advisory Committee, dedication to an individual is made part of the project concept. The proposed concept is then subject to the approval of the City Council pursuant to the Acquisition Procedures included herein.

- An individual or group presents a dedication proposal to the Public Art Advisory Committee. The proposal may pertain to either an existing or a proposed art installation. All proposals must include:
  - documentation of the individual's contribution to the culture of Iowa City
  - endorsements for the dedication from other groups or individuals

Proposals will be considered by the Public Art Advisory Committee who will advise the City Council if necessary. The Council will make the final determination as to the appropriateness of the dedication.

### **Maintenance of Donated Works**

Iowa City Public Art Program maintains records of all works on City property and oversees their maintenance. However, funds to maintain artworks in the City's collection are limited. Therefore, donors may be required to sign a maintenance agreement or establish a maintenance endowment to allow for the ongoing maintenance of the artworks. Typically, a maintenance fund consists of 10% of the value of the work.

### **Monetary Gifts**

Donors may contribute monetary gifts to the Public Art Fund. These funds can go to the general fund for maintenance of the collection or towards the acquisition of a work of art at the discretion of the PAAC. If the donor proposes a specific project or commission, the above procedures must be followed.