

City of Forest Grove's Public Arts Commission Art Collection Management Policy

PURPOSE

To maintain the high quality of art in the Forest Grove area and to provide the community with improved access to City-owned art, the City and its Public Arts Commission establishes the following accession / deaccession / rotation policy.

ACCESSIONS

1. The City may acquire objects through donation, bequest, exchange, purchase or any legal means that conveys title to the City. The Public Arts Commission will make acquisition decisions in consultation with appropriate Boards, Commissions, stakeholders and professionals.
2. Objects will be considered for accession under the following conditions:
 - a. Acquisition of the object furthers the purpose or activities of the City public art collection
 - b. The City can provide adequate storage, care and security, as well as maintenance, conservation, and insurance for the object
 - c. The object is not encumbered by express or implied restrictions and the City obtains full and complete ownership with unfettered use options
 - d. The conveyer of the object is the legal owner or authorized agent for the legal owner

Gifts

1. The City will only accept donations that are outright and unconditional gifts that may be used or not used at the sole discretion of the City. The City will not agree that gifts will be exhibited, retained in the collection, or preserved in their current state.
2. Donors must declare in writing that they have full ownership of the objects donated and have complete authority to make the donation to the City.
3. Upon the donation of an object, a receipt and a letter of thanks from the Public Arts Commission will be provided the donor. The receipt and letter will include an adequate description of the object and the conditions of donation.

4. Any objects donated to the City without standard documentation and recognition must be accompanied with as much information as possible regarding the objects for use by the Public Arts Commission.
5. An accession number will be assigned each donated object that will be properly documented. The Public Arts Commission will maintain permanently the records for all objects donated.
6. The City may grant any donor the right of anonymity in public identifications of the object.

Purchases

1. Objects may be purchased for the public art collection through funds made available by the City.
2. Purchases will be coordinated through the Public Arts Commission.
3. An accession number will be assigned each purchased object that will be properly documented. The Public Arts Commission will maintain permanently the records for all objects donated.

DEACCESSIONS

1. Deaccessioning is an uncommon practice for the City, and will always be undertaken in a manner that is cautious, deliberate and ethical. Deaccession decisions will be made with great care, taking into consideration the interests of the beneficiaries, the interests of the general public, and any unusual restrictions or considerations that could influence disposition. Deaccessioning will only occur following extensive deliberation by the Public Arts Commission.
2. The City may notify the donor of its intent to dispose of objects within ten years of receipt of the objects. Such notice is a courtesy and does not make donor permission a condition to withdraw the object from the City collection.
3. The City will not make private sales of objects in the City collection to City Councilors, City staff or others with any connection with the City. If there is a public sale of any objects, all persons are eligible to bid on offered items.
4. The City will only consider objects for deaccessioning when one or more of the following conditions exist:
 - a. The object is outside the scope of, or is irrelevant to the mission of, the City and its acquisition policies
 - b. The object lacks physical integrity, is incomplete, broken, or in poor and

unsalvageable condition

- c. The object duplicates other objects of the same type that are sufficient or better suited to City needs
- d. The object has deteriorated to the degree that it cannot be used for exhibit or research purposes
- e. The object has doubtful potential use in the near future
- f. There is a more appropriate repository for the object
- g. The object poses a threat to the health or safety of City staff or visitors
- h. The object is subject to contractual donor restrictions the City is no longer able to meet

Application of Criteria

The Public Arts Commission will form a deaccession committee that is authorized to recommend deaccessioning of objects from the City collections based on the above criteria. The committee may seek advice from outside as appropriate.

Restrictions

1. The City will make reasonable efforts to determine if it has legal authority to deaccess an object before the committee recommends deaccession.
2. Money obtained from the sale of objects will be used solely to support the City collection by purchase of additional objects or for general maintenance of the collection.
3. Objects obtained for the collection because of a sale or exchange of deaccessioned donated objects will be noted as objects acquired through the generosity of the original donor.

Procedure

1. The deaccession committee may recommend the deaccessioning of objects from the City collections if it finds that one or more of the deaccessioning criteria are met. The committee may determine if the object should remain in the City collection.
2. The City will consider placing removed objects, through gift, exchange, or sale, with organizations that follow collection policies comparable to those of the City to further research, education, exhibition or public services.
3. Only if an object is going to be destroyed may it be returned upon the express request of the donor (heirs or assigns).

Disposition:

The City will retain documentation relating to the disposition of all deaccessioned objects. Deaccessioned objects will be disposed of by one of the following methods:

- a. Sold at public auction or sale
- b. Exchanged for objects useful to the City collection
- c. Transferred to a museum, library, archives or public educational institution, with preference to local institutions
- d. Destroyed

Public Disclosure:

1. The City will provide reasonable general public notice and special notice to donors and members in advance of any public auction or sale.
2. The City will maintain a current list of all deaccessioned objects from the City collection within the past five years and make it available for distribution upon request.

PUBLIC ART ROTATION

The goal of a rotating art collection is to provide the community of Forest Grove with improved access to City-owned art. By establishing a rotating collection, visitors to most city buildings will have more opportunities to view and enjoy a variety of artwork owned by the City of Forest Grove.

Procedure

Upon completion of the inventory of the city's public art, a collection will be defined from the inventory of pieces that could be rotated throughout city-owned buildings. All departments will be contacted to determine their ability to participate by defining the available, appropriate and safe display areas within their building. How long the piece will be displayed in any particular building can be negotiated with the department director. No loan period should exceed one year.