



## TOWN OF ADDISON POLICY ON PUBLIC ART

The Town of Addison recognizes the cultural importance of public art and its impact on our Town's identity, economy, and community. The Town will continue to maintain a policy of encouraging donated works for public display. Policies and guidelines included in this document provide a general direction when the Town is making decisions about public art; however, the policies and guidelines are intended to be flexible, are not absolute, and may be changed or modified by the Town Council as deemed appropriate.

### PUBLIC ART POLICY OUTLINE

- I. PUBLIC ART PURPOSE AND GOALS
- II. GENERAL GUIDELINES FOR ACCEPTING DONATED WORKS OF ART
- III. GENERAL GUIDELINES FOR PURCHASING PUBLIC ART
- IV. PROCESS
- V. INSTALLATION AND MAINTENANCE GUIDELINES
- VI. DE-ACCESSION AND STORAGE GUIDELINES

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#### I. PUBLIC ART PURPOSE AND GOALS

A. The goal of this public art policy is to update our current standards of conservation and bring public art back to its original intent of:

- I. Making art accessible to the citizens of the Town
- II. Visually improving public spaces in Addison
- III. Support the arts community

B. In keeping with the long-range vision for the Town, as set forth by the 2020 and 2030 Vision Plans, public art will improve our parks and central nodes, be integrated into new developments, and encourage a walkable, urban feel.

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#### II. GENERAL GUIDELINES FOR ACCEPTING DONATED WORKS OF ART

– In evaluating the acceptance of a donated work of art, the following will serve as general guidelines:

- A. A citizen or group of citizens, such as the Addison Arbor Foundation, may bring forth an original work of art to be considered for acceptance and public display by the Town. The Town shall make no financial commitment when acquiring legal ownership of the work. Prior to accepting a work of art, the Town shall require the Addison Arbor Foundation or Private Donor to provide recent appraisal documentation, or valuation by the artist. Residents, businesses, or nonprofits interested in donating a sculpture to the Town shall contact the Addison Arbor Foundation regarding donation.
- B. Works of art should be accessible and appropriate for viewing by all citizens, and be of high, enduring quality and reflect the values of the community and the Addison Way, inviting visitors and making residents feel at home.
- C. The quality of work and cost of maintenance will be considered by the Town when evaluating acceptance of a work of art.
- D. The Town will have discretion in determining whether or not to accept, where to locate, how to maintain, and all other matters pertaining to donated works of art.

A specific location and placement of the work may be proposed along with the donation. Donated works of art should visually enhance and complement the area of proposed placement, including the relation to other works of art in the space, such as a Town park, trail, or gateway into the community.

E. The artwork shall bear the name that was determined by the artist.

### III. GENERAL GUIDELINES FOR PURCHASING PUBLIC ART

A. The Town of Addison may purchase existing works of art or commission new works of art through an artist selection process.

B. Payment for works of art will be in accordance with State and Town purchasing guidelines.

C. The same general guidelines for accepting donated works of art apply to purchased or commissioned works; however, other guidelines and standards may be applied.

### IV. PROCESS

A. The Addison Arbor Foundation will review proposals from potential donors or artists through the selection process. They will work with citizens and groups to ensure the proposed work of art is appropriate and aligns with Town goals and guidelines for public art.

B. The Parks Department and the Addison Arbor Foundation will determine an appropriate location for the work.

C. The Addison Arbor Foundation will present the proposed public art and location to Council. Council action by resolution is required before: accepting works of art; commissioning artists; or any other work related to the installation of public art.

E. If both the acceptance of the public art piece and site plan are approved, a contractor approved by the Town will install the work. The Parks Department will oversee the installation of the art piece, administration and general maintenance once the art piece is accessioned and ownership conveyed to the Town of Addison (if applicable).

### V. INSTALLATION AND MAINTENANCE GUIDELINES

A. The Addison Arbor Foundation (or other person or entity, pursuant to an agreement with the Town) is responsible for the costs associated with the design and installation of the public art. This includes all surveys, easements/license agreement requirements, structural, electrical, landscape and any other elements associated with the public art. Construction documents will be submitted and reviewed by staff prior to the installation of new public art. A contractor approved by the Town will install the work.

B. The Town shall be responsible for the general administration, maintenance and care of the public art once installed.

C. The Parks Department shall keep proper records of inventory, including an accession ledger (Attached as Exhibit 'A').

D. A sign or plaque may be placed permanently near the work to identify the artist, title, year made, and materials (if known). The identifying sign should not detract from the work visually and should match the existing sculpture monoliths.

Donations may be recognized on the plaque and the recognition must comply with the following guidelines:

1. Recognition of donations may be acknowledged in one of the following manners:
  - a) Single Mounted Plaque no larger than 10" x 12" (not including plaque base) - to be displayed in the facility receiving the donation or an area adjacent to the donated item.
  - b) Engraved Paver or Stone –to be grouped near the entrance or in a prominent location of the facility receiving the donation or an area adjacent to the donated item.
  - c) Inscription on donated item, including engravings on metal.
2. Approved Wording - Must be limited to the following nomenclature:
  - a) Individual Name (May include a nickname)
  - b) Business Name
  - c) Pet Name (Where Appropriate)
  - d) Organization or Group Name
  - e) May include a simple acknowledgement such as "Donated by" or "Support provided by".
  - f) May include a group descriptor such as "By the Friends and Family of"
  - g) Anonymous donations do not require recognition
3. Recognition of multiple donations for a fundraiser must be grouped on a single plaque or grouped in a paved area.

- E. The Parks Department shall conduct an inventory of public art every five years.
- F. The Town of Addison may insure the work.
- G. Upon installation of the Public Art and associated elements, the Addison Arbor Foundation (or other person or entity, pursuant to an agreement with the Town) shall convey ownership of the Public Art to the Town of Addison.

## **VI. DE-ACCESSION AND STORAGE GUIDELINES**

- A. De-accessioning an art piece means removing it from the collection permanently. The decision to remove a piece should not be taken lightly. De-accessioning may be considered when one or more of the following is true:
  1. The art piece is damaged beyond reasonable repair, destroyed, or stolen.
  2. The art piece is believed to be fraudulent.
  3. The art piece is a safety liability.
  4. The art piece has been in storage for more than two years with no plans to display it in the future.
- B. The Parks Department may recommend that a work of art be de-accessioned, and shall present their recommendations for consideration of approval by the Town Council.
  1. Should de-accession be approved, the artist, if known, may be notified in writing of the de-accession and provided an opportunity to acquire the work of art.

2. The Town may seek professional guidance to sell the art piece, subject to the rules and regulations for the disposal of property set forth in the Town Purchasing Manual.
- C. A work of art on public display may be put into storage by the Parks Department if it requires repair or restoration. It may also be moved to storage if the site where it is located must be renovated or altered and the renovation or alteration cannot be made without moving the art piece.
1. The storage facility must maintain proper standards of security and shelter for the art piece.
  2. When an art piece must go into storage, a timeline should be in place for its eventual return to public view. An art piece should not go to storage indefinitely; once the art piece has reached the maximum time of two years in storage, it is eligible for de-accession.



**ADDISON PUBLIC ART ARCHIVES**  
16801 Westgrove Drive, Addison, Texas 75001  
(972) 450-2851

**ACCESSION RECORD**

**ACCESSION INFORMATION:**

Accession Number: \_\_\_\_\_

Date: \_\_\_\_\_

Date received: \_\_\_\_\_

Location: \_\_\_\_\_

Received \_\_\_\_\_

from: \_\_\_\_\_

Address and \_\_\_\_\_

telephone: \_\_\_\_\_

— Accession Title: \_\_\_\_\_

— Provenance: \_\_\_\_\_

— Biographical information: \_\_\_\_\_

**CONTENTS:**

Public Art  Paintings, Prints, Drawings

Other (describe) \_\_\_\_\_

**ARTIST INFORMATION**

Artist Name: \_\_\_\_\_

Name of Art Piece: \_\_\_\_\_

Artist Location: \_\_\_\_\_

Date of Creation: \_\_\_\_\_

Material: \_\_\_\_\_

Description: \_\_\_\_\_

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**ACQUISITION INFORMATION**

Donation  Transfer

Purchase /\$: \_\_\_\_\_  Other: \_\_\_\_\_

Restrictions: \_\_\_\_\_

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Donor Name(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_

Date acknowledged:

\_\_\_\_\_

Archivist:

\_\_\_\_\_

Insurable

Value:

\_\_\_\_\_

**PARKS**

P.O. Box 9010  
Addison, TX 75001

phone: 972.450.2851  
fax: 972.450.2834

ADDISONTEXAS.NET

IT ALL COMES  
TOGETHER.