



Artwork Guidelines

Priorities

All artwork on display at TRL branches will demonstrate one or more of the focus areas in our district 2020-2024 Strategic Direction:

1. Local Community
2. Equity, Diversity, and Inclusion
3. Children from Birth to Five

Definitions

Artwork: A tangible creation by an artist. This includes but is not limited to paintings, murals, sculpture, ceramics and glasswork, textiles, and woodworks.

Accession: The process used to accept an artwork to be housed at a TRL branch or Administrative Service Center for short-term or long-term collection purposes.

Deaccession: The process of permanent removal of a work through any transaction by which the item is transferred from the library to another institution or individual. Under certain conditions, it may also include intentional destruction of a work that cannot be removed by reasonable means.

General Display Guidelines

- **Intentionality.** Artwork should be chosen carefully. Library Manager goals may include strengthening relationships with community organizations, highlighting marginalized groups, or featuring local artists.
- **Accessibility.** Artwork should be accessible to patrons. Considerations include the size of the work, lighting, intended audience (children's area versus adult areas), etc.
- **Safety.** Pieces of art should be properly affixed to the floor, walls, and/or ceiling (depending on the size and type of work) to avoid any incidents that may harm patrons or cause damage to the collection or to the work itself.
- **Not for individual profit.** Displays are not meant to promote the sale of works of art. Price tags should never be posted on items on display. Contact information for artists or organizations may be included with the display, including business cards.

Accessioning Artwork

TRL accepts artwork to be displayed at branches and our Administrative Service Center in accordance with our district priorities, as well as physical space available for displays. Artwork will be accepted for our:

- **Short-term collection.** Includes rotating collections and items on extended loan.
- **Long-term collection.** Includes donated and purchased or commissioned works.

All artworks displayed at a branch, or the Administrative Service Center, must be accompanied by a completed TRL Artwork Loan Agreement.

[Deaccessioning Artwork](#)

Artworks displayed in TRL library branches, or the Administrative Services Center are not permanent additions. The decision to decommission artworks may be based on the health or condition of the work, changes to the physical layout of the building, or changes to the district's strategic focus areas. When artwork is no longer appropriate for the branch in which it resides, care will be taken to find new display spaces, whether the works are rehomed at a different branch, returned to the artist, or donated to a Friends of the Library group or other community organization. Works that are not able to be removed from the library may be destroyed by deconstructing or painting over the item.

- **Short-term collections:** Artwork for a rotating collection or with an extended loan period are accepted with the understanding that they will be removed after the predefined installation period. These pieces should be removed and returned to the artist/organization as indicated in the completed TRL Artwork Loan Agreement.
- **Long-term collections:** Artwork by donation, purchase, or commission are accepted with the understanding that they are not permanent additions to the branch and may be decommissioned or moved in the future.

[Objections/Complaints to Installations](#)

Community members may have complaints about certain artworks displayed. Reviewing these complaints will follow the TRL Resource Review Procedure.

References

[TRL Artwork Loan Agreement](#)

[TRL Gift Policy](#) – 2009-2012 version

[TRL Resource Review Procedure](#)

Resources Used to Create These Guidelines:

[Visual and Performing Arts in Libraries: An interpretation of the Library Bill of Rights](#)

<https://www.americansforthearts.org/sites/default/files/blobdload.pdf>

“The artwork was commissioned or accepted with the provision or understanding that it was to have a limited lifecycle or installation period.”

Source: <https://cityofraleigh0drupal.blob.core.usgovcloudapi.net/drupal-prod/COR24/PAPolicy.pdf>