

PUBLIC ART POLICY APPENDIX A -- Artwork Donation Proposal Form

Donor's Name: _____

Organization: _____

Address: _____

City/State/ZIP: _____

Telephone: _____

Contact Person: _____

Email Address: _____

Please list the proposed location(s), including name of facility and street address:

1. _____

2. _____

Please submit the following attachments:

- A. Narrative proposal including the concept, media, dimensions, timeframe for completion, site preparation requirements, method of installation, and estimated annual and perpetual maintenance costs. Engineer-sealed drawings are required for installations requiring construction of any kind.
- B. Project budget detailing all costs associated with the project, including design, fabrication, liability insurance during installation, sources of funding for artwork and maintenance, and installation.
- C. Photograph and map of the proposed site(s).
- D. Drawing and/or model of the proposed public artwork, indicating its relationship to the site.
- E. Artist's resume and 3 professional references.

I/we understand that I/we must (1) participate in the review process and (2) present my/our proposed artwork donation for review by the Art Advisory Committee and the Technical Considerations Committee per the Library's Public Art Policy. I/we understand that art works on the Library campuses are not considered permanent installations and that the proposed artwork donation may be relocated or removed at the Library's discretion.

Donor's Signature and date: _____