

## Waynesville Public Arts Commission Exhibition Procedures and Policies Portable Art Collection

### PURPOSE

The purpose of the Portable Art Collection is to increase public awareness of and support for the arts by displaying works of art in public buildings. These artworks enhance the working environment for the employees of the Town of Waynesville and the members of the public who do business in these offices.

### WHERE CAN ARTWORKS BE EXHIBITED?

Artworks in the Town of Waynesville Portable Art Collection will only be exhibited in the “public” areas of Town offices. A public area is any place that is open to, or can be seen by members of the public who visit that particular municipal office. This includes reception areas, training rooms, meeting rooms or auditoriums where public meetings take place, hallways or private offices which are visible through clear glass windows or partitions. Artworks from the collection cannot be displayed in private offices unless the office is used on a regular basis to conduct public meetings.

Pieces from the Portable Art Collection can occasionally be shown in non-municipal public places or in special exhibitions. Proposals to show artworks which belong to the Town of Waynesville must be made in writing to the Waynesville Public Arts Commission.

### RESPONSIBILITIES AND CONDITIONS

The Town Administration Department is primarily responsible for the care and maintenance of the Portable Art Collection. However, the host office is responsible for supervising their condition while they are on display. Any damage or deterioration should be reported to the Town Manager immediately. The Town Manager, or contract workers hired by the Town will be responsible for any repairs, restoration or moving of artworks.

Non-municipal spaces who wish to exhibit art from the Town collection are responsible for the costs of transportation, installation, removal and maintaining the condition of the work while under their care.

Works of art which are difficult to display because of their size, delicacy or complexity may require semi-permanent installation and will not be rotated.