

# CITY OF PACIFIC GROVE, CALIFORNIA

## COUNCIL POLICY

| SUBJECT                     | POLICY NO. | EFF. DATE       | PAGE   |
|-----------------------------|------------|-----------------|--------|
| Acceptance of Art Donations | 900-3      | JANUARY 3, 2001 | 1 of 1 |

Purpose:

To establish a uniform procedure for evaluating works of art proposed to be donated to the City of Pacific Grove, and for deciding whether to accept them.

Policy:

1. Anyone wishing to donate art to the City of Pacific Grove must first provide comprehensive information about each piece of art by completing and submitting the Art Acceptance Form (attachment).
2. Art Acceptance Forms may be submitted to the Pacific Grove Arts Commission, the Pacific Grove Public Library, or the Pacific Grove Museum of Natural History. Forms submitted to the Library or Museum will be forwarded to the Arts Commission.
3. The Arts Commission will use the Art Acceptance Form as a basis for evaluating the art proposed for donation. In evaluating the art works, the Arts Commission will work with the Museum, the Library, and/or other City staff, as appropriate. City staff will consult the advisory board (e.g. Museum Board, Library Board) of the involved City department.
4. Evaluation of art works will consider each pieces' intended use and disposition, artistic merit, historical significance, local interest, commercial value, and impact on City government.
5. The Arts Commission, City staff, and the relevant advisory board will make a recommendation to the City Council whether or not to accept the proposed donation.
6. The City Council will decide whether the City will accept or decline the proposed donation.

**ADOPTED BY MINUTE MOTION ON JANUARY 3, 2001**

# ART ACCEPTANCE FORM CITY OF PACIFIC GROVE

This form must be completed and submitted to initiate any proposed donation of an art object to the City of Pacific Grove.

## HISTORY OF THE PIECE PROPOSED FOR DONATION

Donor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

Legal Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

Previous Owner(s) / History of Ownership \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

Date of Application to Donate \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

(Attach additional pages if necessary for any section.)

**DESCRIPTION OF WORK (PHOTO MUST BE ATTACHED)**

**Name of Work** \_\_\_\_\_

**Artist** \_\_\_\_\_

**Medium** \_\_\_\_\_

**Date of Work** \_\_\_\_\_

**Dimensions of Work** \_\_\_\_\_

**Content / Description** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Condition** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appraised Value** \_\_\_\_\_

**Artist Biography (Summary)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Special Requirements / Conservation Measures** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INTENDED USE**

Selective Display / Exhibit \_\_\_\_\_ Research \_\_\_\_\_

Circulation / Loan \_\_\_\_\_ Sale \_\_\_\_\_

**REASONS FOR ACCEPTANCE**

Artistic Merit \_\_\_\_\_

Historical Significance \_\_\_\_\_

Local Interest \_\_\_\_\_

Commercial Value \_\_\_\_\_

**CONDITIONS OF ACCEPTANCE**

Specified Recipient \_\_\_\_\_

Storage Requirements \_\_\_\_\_

Proposed Location \_\_\_\_\_

Special Requirements / Conservation \_\_\_\_\_

(Attach additional pages if necessary for any section.)

Leave blank; this page for City use only:

**INTENDED USE**

Selective Display / Exhibit \_\_\_\_\_ Research \_\_\_\_\_

Circulation / Loan \_\_\_\_\_ Sale \_\_\_\_\_

**REASONS FOR ACCEPTANCE**

Artistic Merit \_\_\_\_\_

Historical Significance \_\_\_\_\_

Local Interest \_\_\_\_\_

Commercial Value \_\_\_\_\_

**CONDITIONS OF ACCEPTANCE**

Storage Requirements \_\_\_\_\_

Cost Impact \_\_\_\_\_

Proposed Location \_\_\_\_\_

Proposed Department Responsibility \_\_\_\_\_

Special Requirements / Conservation \_\_\_\_\_

**RECOMMENDATIONS FOR ACCEPTANCE (ACCEPT / DECLINE, SIGNATURE, DATE)**

Arts Commission \_\_\_\_\_

Museum of Natural History \_\_\_\_\_

Public Library \_\_\_\_\_

Other Recipient Department (if applicable) \_\_\_\_\_

Beautification Committee (if applicable) \_\_\_\_\_

**APPROVED BY CITY COUNCIL (DATE)** \_\_\_\_\_

**MAYOR'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_