University Public Art Guidelines

PURPOSE
These guidelines establish a process for reviewing, funding, and siting art proposed for installation in public spaces on campus. The guidelines is supported by procedures that describe the criteria and processes involved in the selection, acquisition, presentation, maintenance, preservation, and removal of public art displayed by the University. The purpose of University Public Art Committee and the University Public Art Guidelines is to:

1. Facilitate public display of works of art which are appropriate to scale, aesthetic, theme, and materials
2. Balance values of artistic expression and originality with the value to the greater community
3. Celebrate the diversity of the CSU campus and its visitors

APPLICATION
1. These guidelines apply to any individuals or groups seeking to place art in public spaces on property belonging to the university.
2. These guidelines encompass, and the University Public Art Committee (UPAC) oversees, all publicly accessible campus spaces, which comprises common exterior spaces and major departmental exterior and interior common areas such as extensions of buildings, courtyards, departmental lobbies, and classrooms. Public spaces viewable from major sight lines such as pedestrian, bike, or vehicular corridors are also included as publicly accessible campus spaces.

EXEMPTIONS
The guidelines exclude acquisition activities of the art museums/spaces on campus, such as working spaces, departmental conference rooms, private offices, and memorials as defined by the university’s guidelines; the Veterinary Teaching Hospital, including the tribute garden; Gregory Allicar Museum of Art, Avenir Museum, Hatton Gallery, the Lory Student Center Arts program, Library Collections, the Art and Art History Department, etc. Art included in temporary exhibits located in spaces controlled by these units or University-designated exhibition venues are not subject to these guidelines. Installations managed by Visual Arts, the Lory Student Center, and the Gregory Allicar Museum of Art, if exterior and in a public space, will be coordinated with both Facilities Management and UPAC.
DEFINITIONS

Relevant terms and relationships, specific to these guidelines:

- **Accession** - The term “accession” includes acceptance by gift, purchase, exchange, bequest and any other formal process by which title to a collection item is transferred to Colorado State University for designated use at the University. UPAC subscribes to a policy of selective acquisition outlined in the Gregory Allicar Museum of Art Collecting Policy (Adopted 11/19/07, updated with name change 2/3/2016). Because of limitations of staff, physical space, and finances, it is neither feasible nor ethical for the University to collect indiscriminately.

- **Art** - Art shall refer to two or three-dimensional works of art.

- **Collection** - A group of objects or the holdings of the institution. In reference to these guidelines, a group of works of art displayed in public spaces of the University.
  - Physical Development Committee
  - University Public Art Committee

- **Capital improvement project** - The new construction or a major renovation of an academic teaching and/or research facility, an administrative building, or any general purpose building on University property.

- **Deaccession** - To permanently remove a work of art from the University’s collection. The term “deaccession” denotes the formal process used to permanently remove an object from the collection.

- **PDC** - Shall refer to the Physical Development Committee.

- **Public Art** - Art objects placed in a shared, publicly accessible space on campus, including interior and exterior spaces. Categories of public art may include functional, expressive, or installation art donated or commissioned, or otherwise acquired that are prominent and located in public space. Art media may include but is not limited to sculptures, painting, murals, photography, drawings, prints, mixed media, electronic media, gardens, including fountains and seating, and may include but is not limited to objects in clay, fiber, textiles, wood, metal, plastic, or other material.

- **Public Spaces/Publicly Accessible Spaces** - Shall refer to all exterior and interior spaces, enclosed or not, with the exception of personal office space. These include but are not limited...
to spaces such as sidewalks, plazas, green spaces, corridors and building walls as well as interior spaces including hallways, lobbies, stairways, parking garages, sports and recreational facilities.

- **Site** - Shall refer to the location of the artwork.
- **Spirit Art** - An art piece or sculpture with the intent of promoting school spirit and identity, typically the school’s mascot. An important representation of campus life.
- **University or CSU** - Shall refer to Colorado State University.
- **UPAC** - Shall refer to the University Public Art Committee.

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**GUIDELINES STATEMENT**

The University aims to enhance the campus environment through the acquisition and display of public art. Public displays of art by institutions of higher education should aspire to enlighten and enrich the lives of students, faculty and staff, alumni, and all visitors alike. Identifying works of public art operates equivalently to projects of research and publication in a variety of academic disciplines. As such, public art seeks to give visual and physical form to core values of the University, such as freedom of speech and expression, alongside respect for diverse viewers and users, and the creation of a stimulating yet safe environment. Stewardship for the existing collection of public art—and for all works entering the University’s collection in the future—is an integral consideration, as is caring for the value of the public art as a collection. To that end, the University Public Art Committee (UPAC) works to assure that all works of public art placed on campus reflect the University’s commitment to excellence, while also evaluating appropriate long- or short-term care for these works. By actively expanding the collection and display of public art throughout the campus, the University endeavors to create a physical and aesthetic environment that captures CSU’s rich heritage, diversity, and enduring pursuit of knowledge.

**PROVISIONS**

The University Public Art Committee (UPAC) acts as a central review mechanism for works of art proposed for placement on the CSU campus. UPAC fosters the enrichment of the University’s visual environment while helping to assure that only works of public art of an appropriately high standard become part of the university environment permanently or temporarily. To assist in upholding appropriate standards, UPAC developed public art guidelines and set of procedures that govern the selection process for public art on
campus. Any work of art added to CSU’s public art collection must be reviewed through UPAC. UPAC makes recommendations to the Physical Development Committee.

UPAC will develop, manage, and periodically update the processes and procedures to receive, review, evaluate, and make recommendations to the Physical Development Committee (PDC)\(^1\) regarding proposals for Public Art on campus. The processes and procedures will address evaluation of such parameters as:

- Type of art
- The proposed location and duration of the display
- Potential costs to the university for procurement, installation, and long-term maintenance
- Safety
- Any desired soliciting/commission process

The processes and procedures developed by the committee are vetted by the PDC with input from appropriate stakeholders (e.g. Facilities Management, Office of Advancement, Legal Counsel, etc.). The PDC will review all artwork to be displayed for site selection and duration of display.

The committee coordinates and works closely with stakeholders on campus responsible for bringing art to the university. The public art collection is just one of several collections on campus. Collaboration in carrying out these guidelines will include CSU Facilities Management, Department of Art and Art History, the Office of Advancement, and the City of Fort Collins, among others. Many of these offices have representation on UPAC. In particular, UPAC strives to stimulate a dynamic public art presence not only on the University campus itself, but also in the City of Fort Collins, paying particular attention to areas of intersection where the City and the University come together.

UPAC strives to operate on a timely and responsive basis relative to University units, donors, and others. UPAC meets quarterly to review artwork and evaluate the public art process. Contact UPAC for any questions regarding the schedule.

\(^{1}\) UPAC reports to the PDC and the PDC reports to the Vice President for University Operations.
University Public Art Committee Membership

The PDC chairperson appoints the UPAC chairperson. Selection of UPAC members is subject to the approval of the PDC and/or the Office of the President, or its designee. On an ad hoc basis, the chairperson of UPAC may designate other individuals as consultants to the committee, provided that such consultants have expertise in the type of artwork under consideration. Membership of UPAC shall consist of the following individuals:

- CSU Gregory Allicar Museum of Art Director or staff appointee
- CSU Department of Art and Art History, Chair or their appointee
- CSU Lory Student Center Arts Programs Manager
- CSU Facilities Management Landscape Architect or Planner
- City of Fort Collins Public Art Program Manager
- Member from the Physical Development Committee
- Member from the Office of Advancement
- (Optional) CSU Department of Art and Art History student
- (Optional) ASCSU student representative

University Public Art Committee Contact:

Facilities Management – Assistant Director and University Planner
Facilities Management – Landscape Architect/Environmental Graphic Designer

Office of Advancement Contact:

Managing Director, Donor Relations & Stewardship

Public Art versus Memorials

Works of art as memorials located on campus will be in the form of the standard CSU memorial bench and trees with plaques. Donors may contact the Office of Advancement for more information.

Public Art versus Spirit Art

The intent of the university public art guidelines is to promote a unique variety of public art on campus while the intent of spirit art is to typically represent the university’s identity through representation of
the mascot. UPAC aims to give careful consideration to the number of spirit art pieces on campus. Distinctive representations of spirit art can go through the public art review process.

**Evaluation Criteria**

The University Public Art Committee (UPAC) strives to position works of public art of the highest caliber in settings appropriate to the scale, purposes, aesthetics, and materials of individual works. They apply a consistent set of criteria in evaluating works of public art—whether sited permanently or temporarily—that are offered to the University, as well as works that the University or its units proactively seek to add to the public environment. For more information about the considerations and criteria for public art proposals, as well as conditions for acceptance, refer to the UPAC Procedures.

**Conditions of Acceptance**

Avenues for acquisition of artwork are through commission, purchase, and donation. To the extent possible, gifts of art to the University should be without restrictions from the donor. All potential donations will be reviewed according to our process and criteria, and may not be accepted. For more information, refer to conditions of acceptance in the UPAC Procedures.

**Artist/Donor Responsibilities**

It is the University’s expectation that artists/donors shall provide all materials, engineering, and installation, including shipping costs; details are further articulated on the contract.

**Ownership**

Anyone placing art in a public space goes through the public art review process, regardless of ownership. Works of art will become the property of CSU except when loaned pursuant to a written loan agreement. Upon receipt of a gifted or donated art piece, all ownership rights must transfer to CSU and are retained while in possession of the art piece. The work comes to the University with an unrestricted ownership and without any potential use restrictions (such as copyrights, patents, trademarks, etc.) unless a prior written agreement has been entered into by the University and the prospective donor.

**Insurance and indemnification responsibility**

Commissioned, purchased, gifted, and donated art is the property of the University and therefore appropriately insured for liability, damage, and loss similar to other assets. Facilities Management is responsible for notifying Risk Management of pending and completed acquisitions.
Accessioning and Deaccessioning

UPAC follows the Gregory Allicar Museum of Art’s policy for current best practices for accessioning and deaccessioning.

Relocation

A work of art may be temporarily or permanently relocated as needed to meet development plans or University needs. In the event of either relocation or removal, Facilities Management will coordinate the activity. UPAC will review all relocations.

COMPLIANCE

UPAC administers compliance through acceptance into the university public art collection.

REFERENCES

- CSU Policy 2-1778-001 Art Museum Collections Management

PROCEDURES, FORMS AND TOOLS

The University Public Art Committee is responsible for developing procedures, guidelines, and forms that support the University Public Art Collection. On behalf of the committee and with their support, Facilities Management will take the lead in holding and updating these files as needed.

Including:

- UPAC Website
- Colorado State University Public Art Proposal Form
- University Public Art Procedures
- Process for Unsolicited Public Art – Flow Chart