

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 5007

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**PROCEDURE TITLE:** Process for Acquisition of Art for Display in Public Spaces

**STATUTORY REFERENCE:** Florida Statutes: 1001.64 and 1001.65

**BASED ON POLICY:** V-40 – Miami Dade College Art in Public Places Program

**EFFECTIVE DATE:** October 2, 2006

**LAST REVISION DATE:**

**LAST REVIEW DATE:**

## **I. PURPOSE**

To establish a process for the selection of works of art to be displayed on campuses and centers in accordance with the Miami Dade College (MDC) Art in Public Places Program, which provides that up to three percent (3%) of the total appropriation for the construction of a new building shall be used for the acquisition or commissioning of such pieces. The Art in Public Places Program shall also accept gifts and bequests.

## **II. PROCEDURE**

### **A. Types of Art**

The MDC Art in Public Places Program shall include the following: paintings, sculptures, engravings, carvings, murals, frescoes, mobiles, collages, statuettes, bas-reliefs, installations, soundscapes, tapestries, photographs, and drawings.

### **B. Selection of Works of Art**

The Director of the MDC Art Gallery system shall develop a master plan and budget for the College's Art in Public Places program for approval by the College President. All acquisitions, commissions and gifts/bequests shall be in accordance with the established plan.

## 1. Advisory Committee

The College President, in consultation with the Director of the MDC Art Gallery system where appropriate, shall appoint a three to five-member Art in Public Places Advisory Committee that will be charged with recommending the pieces for the MDC Art in Public Places Program. The committee should representation from the following areas:

- Faculty from the Humanities discipline;
- Architectural, urban planning , or other related design disciplines;
- Art history, art or respected curator; and
- Private citizens, knowledgeable in art, education or community affairs.

Each member shall be appointed to a term of three years. If a vacancy occurs prior to the expiration of a member's term, the College President will appoint an interim member to fill the balance of the term. No member shall serve more than two (2) consecutive terms. Individuals can be reappointed after a hiatus of one (1) year. The committee will be chaired by the Director of the MDC Art Gallery system, who will serve as a non-voting resource to the committee.

In order to preserve the integrity of the Art in Public Places Program, no member of the Advisory Committee shall be employed by any art dealer, art gallery, artist's representative, museum or other entity which derives income from the sale or display of art work.

## 2. Selection Criteria

The following criteria will be taken into account by the Advisory Committee in making its recommendations, including pieces to be acquired through donation or bequest:

- Must be located in areas that are accessible and visible to the College community and visitors to the campuses;
- Must reflect the cultural and ethnic diversity of the College and the general community;
- Must take into account environmental conditions, maintenance requirements and security;
- Must ensure that a commissioned piece can be completed within an established budget and timetable; and
- Must comply with all ADA and MDC safety regulations.

The Advisory Committee shall make its selection of a work(s) by majority vote or consensus, and will submit its recommendation to the College President. The College President shall accept or reject the recommendation.

### 3. Selection Methods

Commissioned works: The following guidelines will be followed:

- Open Competition: Any artist may apply, subject to limitations established by the Advisory Committee;
- Invitation: One or more artists are invited to submit proposals;
- The Advisory Committee reserves the option of making no selection from submitted applications and may reopen the competition or propose other methods of selection if no proposal is accepted; and
- Direct Purchase: A completed work of art shall be selected based upon a submitted application or other methods deemed appropriate for the project.

#### C. Placement of Art


Works of art that are not site specific will be considered part of the MDC Art Gallery system rotating collection, and will be placed in public spaces upon the recommendation of the Director of the Art Gallery system.

It is intended that site specific works remain at the site for which they were intended. However, the Advisory Committee shall have the right to recommend moving a piece if one or more of the following conditions are present:

- The state and security of the work can no longer be reasonably assured at its current site;
- The work has become a danger to public safety; and
- The site has changed so that the work is no longer compatible with the site.

#### E. Contract Negotiation

The Director of the MDC Art Gallery system will negotiate and execute contractual agreements to acquire or commission each piece of art approved by the College President.

	
	10/02/2006
<b>PRESIDENT</b>	<b>DATE</b>