

DISPLAYS OF ART OR OTHER ITEMS IN PUBLIC AREAS

ADMINISTRATIVE RULE NUMBER: B014

LAST APPROVED: June 7, 2011, April 01, 2013

RELATED TO POLICY SERIES NUMBER: 214

CRITERIA

Tillamook Bay Community College supports the efforts of student artists who wish to display their work. Showing art in the college lobby or other college locations however, can pose unique problems if proper planning does not occur. The College is pleased to assist student artists and their instructor and college organizations in their efforts through the following review process, a process whose intent is to ensure that sites for display are appropriate. Displays of other items besides art on the campus will use the same process as art.

An art class or any class or college organization who wishes to display artwork or other objects in the lobby of the college or other public location on campus must submit a proposal to the Vice President of Instruction and Student Services. The proposal will be evaluated by a committee that consists of the Vice President of Instruction and Student Services, facilities, and a student services representative. The committee will consult with other individuals as needed to evaluate the suitability of the artwork or other type of display to be shown and the timing as it relates to college and community activities. This evaluation will focus primarily on issues of safety and security and the need for student/community flow in the building. The class or organization proposal should list the specific site for the show, how long the artwork or other items will be displayed, and any other information that would assist the committee membership in the evaluation. The College retains the right to determine which materials are displayed in certain public locations.

Each item on display will be tagged with the owners name by the exhibitor. All works must arrive ready for display. Complete identification, name, title, address and phone number should appear on the back of each work for display or an identification label should be attached. It is the responsibility of the exhibitor to transport all items to and from the college and to set up the display. The Vice President of Instruction and Student Services assistant keeps a current list of displayed items and the calendar. This provides an inventory of what is on exhibit at the college, and to whom it belongs (status), when it was displayed, and when it will be taken down. The security of item(s) that are on display at the college cannot be guaranteed. No insurance against loss, theft, or damage is carried by the district, college, library, or its personnel. The organization /class will sign a form that holds the college harmless if there is theft or damage. The college will secure the display to the best of its ability.