



Thank you for your interest in the Art in Public Places Program. Our program strives to increase access to the visual arts and humanize our state buildings by displaying art in public places.

Please have the contact person, or yourself, complete the Display Site Survey (DSS) form.

Email the form to Elizabeth.M.Baxter@hawaii.gov, along with a floor plan of the space where the art is to be displayed. Also review the terms and conditions, which must be agreed to by the site. Upon receipt of the DSS, the site is registered, staff makes an appointment with the contact person to select art, the art is installed, and a loan agreement is sent for the contact person's signature.

Please note that the **art must be displayed in a publicly accessible area**, i.e. an area that receives visitors (the general public) such as reception rooms. No work of art will be placed in private State offices below the following levels: Legislative Chief Clerks, Departmental Deputy Directors, Chief Court Administrators, or University Deans. Please refer to SITE DESIGNATION & CARE AND MAINTENANCE in the terms and conditions.

Finally, we receive many requests for art. However, we do our best to process requests on a timely basis.

If you have any questions, please contact me via email at Elizabeth.M.Baxter@hawaii.gov

Mahalo for your interest in the arts!

State Foundation on Culture and the Arts
Art in Public Places Program

WORKS OF ART LOAN AGREEMENT FOR STATE AGENCIES: TERMS AND CONDITIONS

The Art in Public Places (APP) Program of the State Foundation on Culture and the Arts (SFCA) has a limited number of original works of fine art that are available for loan to departments, offices, and agencies of the State of Hawaii. To ensure that these works of art achieve optimum visibility, provide aesthetic and educational experiences, and are protected from damage or theft, the following conditions shall apply:

OWNERSHIP: Full and exclusive title, ownership, and control of the works of art belong to the SFCA.

BORROWING AGENCY: The borrowing agency designates one representative, with decision-making authority. The agency representative meets with APP staff to review available artwork and serves as the contact for the loan. The agency representative is responsible for complying with all terms and conditions for the duration of the loan.

SITE DESIGNATION: Designation of display sites, placement, and relocation of all artwork is made by the APP staff. Artwork must be displayed in publicly accessible spaces, such as lobbies and reception areas, that are supervised and locked nightly. No work of art will be placed in private State offices below the following levels: Legislative Chief Clerk, Departmental Deputy Director, Court Administrator, or University Dean.

DURATION: Artwork is loaned for a minimum of four years and a maximum of ten years. Elected officials may be eligible to borrow artwork for the length of their term. The SFCA will issue annual agreements to each office to update the contact information for the agency representative and to verify the condition of the works of art. The SFCA reserves the right to recall works from loan at any time and will make every effort to give reasonable advance notice.

INSTALLATION: The SFCA shall provide handling, packing, transportation, and installation of all loans to State agencies. Artwork must be displayed with an explanatory label provided by the SFCA. The SFCA does not handle artwork belonging to individuals or move furniture. If artwork must be relocated due to an office move or renovation, the agency representative shall notify the SFCA by email, telephone or in writing at least two weeks before the move.

INTEGRITY OF SPACE: Once artwork is installed in a specific location, the space surrounding the artwork should be kept free of any other artwork, signage, objects, or seating that intrudes upon the artwork.

CARE AND MAINTENANCE: Borrowed art shall be given proper care to ensure against loss, damage, or deterioration. Art loaned by the SFCA has been examined and is considered to be in sound condition for loan. No work may be altered, cleaned, or repaired without written permission of the SFCA. Art shall be maintained under 24-hour security and protected from extreme temperatures and excessive humidity, ultraviolet light, vermin, or other environmental factors. Only personnel from the SFCA are authorized to handle, install, and relocate artwork from the APP Collection.

DAMAGE OR LOSS: If artwork is damaged or lost, the agency representative must notify the SFCA immediately, followed by a written report, giving the circumstances involved. The SFCA may also require completion of a physical evaluation form. If a theft occurs, the agency representative must notify the police, obtain a police report, and forward the report to the SFCA for inventory purposes.

FINANCIAL RESPONSIBILITY: The borrowing agency accepts financial responsibility for the artwork and shall pay for repair or replacement cost of the artwork should damage or loss occur as a result of gross negligence. The SFCA reserves the right to adjust the value of any object based on the appraised fair market value.

PHOTOGRAPHY: The right to reproduce artwork in the APP Collection may belong to the artist or the SFCA. All inquiries or requests should be submitted in writing, ATTN: Manager, Art in Public Places Program.

CONFLICTS: The terms of this agreement shall be controlling in the event of any conflict between this agreement and any other agreements. Loan may be canceled if there has been a breach of the conditions of this agreement.



State Foundation on Culture and Arts
Art in Public Places Program

Dos and Don'ts: for Loans to State Agencies

Thank you for contributing to the distribution of the State Foundation on Culture and Arts (SFCA) Art in Public Places (APP) Collection. Here are a few tips for you to help us care for and preserve the artwork while on display at your site:

Please Do:

- Do move furniture, plants, posters, or other items that would interfere with the artwork placement before the SFCA staff arrives to install the artwork.
- Do maintain the areas around the installed artwork to control dust, moisture, insects, and avoid clutter.
- Do notify the SFCA at least two weeks before artwork needs to be moved or returned.
- Do contact the SFCA immediately if artwork is damaged or lost.
- Do notify the SFCA if any of your contact information changes.
- Do complete the annual Loan Agreement to renew your loan.
- Do contact the SFCA if you have questions or concerns about the artwork.
- Do carefully consider your art selections since loan duration is for four to ten years.

Please Don't

- Don't move the artwork or attempt to clean the artwork.
- Don't put live plants, lei, or food near the artwork.
- Don't place coffee pots, refrigerators, potted plants or other sources of heat and moisture near the artwork.
- Don't ask SFCA staff members to move personal items, including artwork.
- Don't request replacement artwork before the minimum four-year loan is up. Loan periods were established to allow resources for statewide distribution of the APP Collection.