

ARTWORK IN SCHOOL BUILDINGS

The Cambridge Public Schools holds that both the viewing and/or in other ways experiencing art and the making of art are vital parts of a well-rounded education. The Cambridge Public Schools values the display of various types of art created by students, faculty, professional artists and other members of the community throughout its facilities. Artwork in school buildings should be displayed in conformity with fire department regulations. For the purposes of this policy, art will be defined as fitting into one of the four categories, with the following policies governing placement.

1) Temporary Art

The majority of art in schools is Temporary Art made by students, with the help of faculty, parents and/or other school volunteers and sometimes with visiting professional artists. In addition to student work, for the purposes of this policy, all art not approved as Long Term Art using the process below, will be considered temporary art. Temporary Art may be displayed in accordance with school guidelines in classrooms and throughout the school building. If Temporary Art is attached to the building or its furnishings it must be removable with no damage resulting. The School and the School System will not be responsible for any Temporary Art left in the building at the end of the school year, unless special arrangements have been made with the School Principal or Head of School. Murals painted directly on to school surfaces fall into this category and may be painted over between academic years, unless special arrangements have been made with the School Principal or Head of School.

2) Long Term Art

Some art in schools is intended to remain on display for extended periods of time. This may be art created by students, with or without the help of faculty, parents and/or other school volunteers and sometimes with visiting professional artists; it may also include art purchased for, or donated to, the School or School system. Long Term Art may only be installed or displayed after successful completion of the art acquisition process.

The art acquisition process consists of a written proposal approved by the School Principal or Head of School and the Superintendent or his/her designee.

The proposal must include, but is not limited to the following:

- a) A description of the value to students of the proposed artwork
- b) The artist(s) names and contact information
- c) The proposed artwork's dimensions and the materials it will be made of
- d) A description of the intended location and installation methods
- e) The proposed duration of display and the plan, if appropriate for its removal
- f) The cost of the artwork and its installation
- g) A maintenance plan, including a plan for covering the expense of maintenance

Additionally all long term art must be registered in a district-wide art database under the authority of the Superintendent or his/her designee.

3) Art designed for newly constructed/renovated schools

This art is financed by the capital funding for art. The City's process for choosing an artist, overseeing the design and installation and continued responsibility for maintaining such art is not affected by this policy. However, these art pieces should also be registered in the district-wide art database.

4) Art work installed prior to enactment of this policy

In and on buildings throughout the District many works of art have been installed over the years. To the extent possible, these should be registered in the district-wide art database with as much information as is available. If due to the renovation, rebuilding of a school or if for any other reason a School Principal or Head of School wishes to remove or cover an installed artwork the artwork removal process will be used.

Art work removal process: Process for removal or covering of artwork:

- a) Before the art is removed or covered over, a review of the project's history will be undertaken to determine who created the artwork and whether the piece was commissioned and any restrictions on use or removal.
- b) In the event of a building renovation or the rebuilding of a school, the School District will consult with the City and its architects to determine whether the artwork can be preserved in place, moved in whole or in part to a new location in the School or District or be removed.
- c) Whenever artwork needs to be removed, a reasonable attempt will be made to give the artist 90 days notice.
- d) Removing any public property will follow the State Statutes in disposing of assets.
- e) If the artwork can be removed, without significant damage, the artist will be offered the return of the artwork, if the District does not choose to display it. The District may pay for the cost of removal if costs are reasonable, as determined by the District. The District will not cover the cost of transporting the work.
- f) If it is determined by the District to be more practical, an artwork may be covered in such a manner that it is preserved and could later be displayed.
- g) If in the event of a building renovation or the rebuilding of a school, it is determined by the District that an artwork cannot be removed without significant damage and it is not practical to cover the piece, the District will notify the artist in a timely way. The artist will be invited to document the artwork and discussions will be held to determine options for future use.

Dated: December 17, 2013