

SAN DIEGO CITY COLLEGE

Public Art Proposal Request Form

Date of Request:

Last Name:

First Name:

Department or Affiliation to the Campus:

Phone Number:

E-Mail Address:

Intended Duration of Artwork Display:

Artwork Title:

Briefly describe the art project (attach sample artwork or diagram if necessary):

Address the following criteria for acceptance:

SITE: Extent to which artwork is appropriate in scale, material, and form for the site and the college setting (attach extra page if necessary):

DURABILITY: extent to which artwork demonstrates a high level of craftsmanship and substance, is structurally sound, and presents no environmental and safety hazard (attach extra page if necessary):

INSTALLATION AND MAINTENANCE REQUIREMENTS: extent to which artwork has funding source to cover costs (see Guidelines on Public Art on Campus; attach extra page if necessary):

Applicant hereby releases San Diego City College, its officers, agents and employees from any and all claims, loss, damage or theft of art works(s) on display in College facilities and/or grounds.

Signature: _____ Date: _____

Please send the completed form to Vice President John Parker (jparker002@sdccd.edu) and Administrative Assistant Dena Prater (dprater@sdccd.edu) for the Public Art on Campus Committee to review.

Guidelines on Public Art on Campus

(Effective July 1, 2014; As of August 8, 2025, these guidelines are currently being updated and reviewed by the Public Art on Campus Committee.)

POLICY STATEMENT

San Diego City College (herein known as the College) is committed to the idea that art enhances the quality of life, supports and enhances the college, and should be an intrinsic part of the daily life of the students, faculty, and staff at San Diego City College.

DEFINITION

Public art is art that is displayed in public areas on San Diego City College property, including all outdoor campus space and interior public spaces such as lobbies, social spaces, and public meeting rooms.

Where existing building/campus art exhibition policies are in force the existing policy will supersede this policy.

GUIDELINES

Proposals for public art will be reviewed by a Public Art Committee (PAC) which is an ad-hoc committee reporting to the President's Council. The Committee shall include:

1. 2 faculty appointed by the Academic Senate
2. 2 students appointed by the Associated Students Government
3. 2 classified staff: 1 appointed by the Classified Senate and the other from Facilities
4. Administrator/Manager to convene the committee

The Committee shall include representatives from campus administration, faculty, staff, and students. Select community representatives may be added to the committee at the discretion of the Campus President.

Recommendations for placement of art must then be approved by the President's Council.

CRITERIA FOR ACCEPTANCE OF PUBLIC ART

All proposals for permanent and long-term acquisitions and/or installations of public art for the campus must be reviewed by the Public Art Committee and approved by the President's Council before it may be accepted by the College.

The Public Art Committee will consider the following criteria when reviewing art for the College's art collection:

1. Site. Artwork must be appropriate in scale, material, and form for the site and the College setting;
2. Durability and non-hazardous nature of the materials. Artwork must be structurally sound, display a high level of craftsmanship and substance, and present no environmental or safety hazard;
3. Duration of Display. Consideration must be given to the expected length of time that the artwork is intended to be displayed on campus. The PAC should consider how long the art will be displayed initially, and how much time should pass before the PAC considers removal or relocation; and
4. Installation and Maintenance Requirements. Artwork must have a funding source to cover the costs of acquisition, purchase, shipping, installation, insurance, appraisal, storage, and maintenance, which must be determined prior to acceptance. Consideration should be given to permanence, protection against theft, vandalism, weathering, and maintenance and repair costs.

PROCEDURES AND RESPONSIBILITIES

Funds for artwork may come from a variety of sources, including building project funds, local institutional funds, public grants, and private contributions in the form of endowments, bequests, or direct gifts of cash or art from individuals, corporations and foundations. These funds may be expended for art acquisitions, travel, consultation, freight, site preparation, installation, maintenance, conservation, insurance, labeling, lighting, publications, administration, and collection management.

All activities involving the solicitation, acquisition and acceptance of private gifts on behalf of the community college must be in accordance with Board Policy. Prospective gifts and grants for artwork will be cleared for solicitation and coordinated with the College's overall fundraising efforts.

Proposals that require the integration of artwork into building plans must comply with this policy and Board Policy.

OWNERSHIP AND REMOVAL

Accepted public art is an asset of the College, and prior to acceptance, the College must decide which department or other campus unit will be responsible for management of the works and for maintaining an appropriate record of such assets.

The goal of art acquisitions is for the ownership of works of art to be vested in the college with the understanding that the college may relocate, sell, or transfer ownership. Although the College prefers to own artwork, exceptions may be made. Acquisition of artwork that stipulates conditions on ownership must be first approved by the Public Art Committee and then must be specified in donation/gift agreements. A master list of all artwork owned by the college will be maintained by the President's Office.

Works of art must be located in areas that are accessible and visible to the college community and visitors to the campuses. The placement of work should be done in consultation with Facilities Department staff and the Public Art Committee and must also take into account the location of the site, environmental conditions, maintenance requirements, security of the art and, in the case of a commission, whether the artist can complete the work within the condition of a contractually established timetable, budget and other considerations. The site for the work must comply with all ADA and safety regulations as well as applicable regulatory codes adhered to by the college. Aesthetics of safety barriers for artwork should be considered. Concerns or complaints about placement of artwork will be reviewed by the Public Art Committee either in person or in writing with the goal of resolving the issue informally. If the individual(s) is not satisfied with the outcome, an appeal may be made to the College President who has final authority.

All decisions concerning the artwork shall be made at the sole discretion of the College. The PAC may consider removing artwork for one or more of the following reasons in the event that it cannot be re-sited. The same degree of careful examination shall go into making decisions regarding the removal of artwork as was given to the evaluation of the acquisition.

1. The condition or security of the artwork cannot be reasonably guaranteed.
2. The artwork has been damaged or has deteriorated, and repair is impractical or unfeasible.
3. The artwork endangers public safety.
4. In the case of the site-specific artwork, the artwork's relationship to the site is altered because of changes to the site.
5. The artwork has been determined to be incompatible with the standards and policies of the College.
6. The artwork requires excessive maintenance or has faults of design or workmanship.

Prior to removal of artwork, the College should make a diligent attempt to notify the owner/artist, his or her heirs and beneficiaries, of the intended removal/demolition to provide the opportunity to remove the work. If the College has made a diligent attempt to notify without success, or the owner/artist fails to remove the work within 90 days after notification, the owner/artist will be considered to have waived his or her rights.

The Public Art Committee will create and update, as necessary, an Owner/Artist's Application Form.