

- Arrange for professional conservation of all works of art in a planned and orderly manner and provide any services necessary to the preservation and/or restoration of the artwork subject to available funds.
- Develop a strategy to create and build a conservation fund to cover expenses for conservation of the public art in the Town of Castle Rock.

DEACCESSIONING

Deaccessioning Procedure

GOAL: To manage the public art collection in the Town of Castle Rock so that the artwork is secure and maintains its integrity.

Definitions pertaining to deaccessioning:

- Deaccessioning is the removal of an artwork from the collection.
- Relocation is moving an artwork and re-siting it in a more advantageous location if the original site is no longer suitable.
- Disposal refers to actions that result in the cessation of ownership and possession of an artwork. It may ultimately refer to destruction of the artwork after appropriate deaccessioning procedures are followed.

Deaccessioning is accomplished through the following process:

- The Public Art Commission shall initiate a review process for deaccessioning or relocation of artwork as part of the regular care and management of the public art collection of the Town of Castle Rock.
 1. The Selection Panel that approved acquisition of the artwork will reconvene, if feasible, to review the request for deaccessioning or relocation.
 2. If not feasible, the Public Art Commission, or its designee, will convene a committee with representation from the community and professional expertise to develop recommendations regarding deaccessioning or relocating the artwork under review.
 3. The recommendations from this committee will be referred to the Town Council for review and action.
- A request for review of a work of art may be submitted by the artist, a member of the Castle Rock community or an outside party.
- A request for review for relocation of an artwork that was commissioned for a specific site will be considered for one or more of the following reasons:
 1. The site is being eliminated or changed and the artwork is no longer suitable.
 2. Security of the artwork can no longer be ensured.
 3. The artwork endangers public safety.
- A request for a review for deaccession should include:
 1. The reason deaccession is requested
 2. The estimated current value of the work
 3. The acquisition method and cost

4. Written evaluation from disinterested and qualified professionals such as an engineer, conservator, architect, safety expert or art historian
 5. Photographs indicating the current status of the work
 6. Contract with the artist or any other relevant agreement concerning the artist's rights
 7. Written recommendations of other concerned parties including members of the Castle Rock community, the artist and the outside party
 8. Cost estimate of deaccession and identification of the funding source for deaccessioning
 9. Written correspondence concerning the work
- If deaccessioning or disposal of a work of art is being contemplated, a recommendation from the review committee based on these policies and the following information shall be reviewed and discussed at an open public meeting.
 1. Discussion of the recommendation with the artist, if s/he can be notified by reasonable means
 2. Written opinions of several independent professionals qualified to make recommendations (conservators, architects, engineers, safety experts, art historians, etc.)
 3. Review of all evidence of public comment and debate
 - If recommended solutions or other reasonable measures do not exist to address the concerns, the Town of Castle Rock shall consider the removal or disposal of the work.
 - If removal or disposal is directed; the Public Art Commission shall consider, in order of priority, the following:
 1. Relocation or resiting
 2. Removal of the work and placement in storage, with the intent of finding a new site for the work. If a new site is not found in a five-year period, disposal of the work shall be considered
 3. Removal and deaccessioning of the work from the collection by sale, trade or gift
 4. Destruction of the work
 - Works that are deaccessioned can be disposed of in the following manner, excluding any prior contractual agreement entered into by the Town of Castle Rock with the artist or donor at the time of acquisition:
 1. For the current market value to the original artist or his/her heirs
 2. As a gallery consignment
 3. At auction, in accordance with the standard practice with a predetermined opening bid
 4. Or after exhausting above disposal methods, transferring ownership without consideration to:
 - a. The artist or the estate of the artist
 - b. A non-profit agency
 - c. A government agency

- Funds received from the sale of deaccessioned art shall be utilized by the Public Art Commission for future purchase of public art selected by the process articulated in the Public Art Master Plan for the Town of Castle Rock.

DONATIONS AND GIFTS

Donations and Gifts

GOAL: To expand the public art collection in the Town of Castle Rock by accepting gifts and donations that meet the selection criteria established by this Public Art Master Plan.

Process for acceptance and ownership of gifts and donations of artwork to be placed in public areas:

- The Town of Castle Rock will use the public art selection process conducted by the Public Art Commission in the decision to accept or decline donations of artwork.
- The cost of ongoing maintenance and conservation of the gift or donation will be a consideration in the decision to accept or decline the artwork.

Process for acceptance and placement of memorial artwork:

- Requests to place in a public space in the Town of Castle Rock a memorial to a deceased person or persons or to an event must be reviewed by the Public Art Commission who will make a recommendation to the Town Council for acceptance.
- The application for placement of a memorial must include:
 - a. The name of the individual(s) to be memorialized through a piece of public art.
 - b. A biographical sketch
 - c. The outstanding achievement or circumstance on which the request for memorial is based.
 - d. The type of memorial requested.
 - e. Planned location and installation of the memorial project and the relationship of the individual(s) or event to that location.
- Criteria for acceptance of a memorial include:
 - a. Correspondence to the criteria for selection of artwork (p. 3):
 - b. Appropriateness of the planned memorial and its identification and /or signage to the location;
 - c. Appropriateness of the installation plans; Town of Castle Rock codes have been observed;
 - d. Funding has been secured for design, fabrication, installation and maintenance of the memorial artwork.
- The person or group making the request for a memorial will receive, in writing, the decision of the Town Council to accept (with conditions as appropriate) or decline the request.