



COMMUNICATIONS COMMITTEE

POLICIES AND PROCEDURES FOR DISPLAY OF ARTWORK IN JOHNSON COUNTY BUILDINGS

Thank you for your interest in making your items available for display in Johnson County public buildings. Johnson County is pleased to receive loans of artwork and other pieces for display. In return, exhibitors will have the opportunity to have their pieces viewed by the many members of the general public who visit Johnson County's buildings.

The Communications Committee will review all proposals and determine whether or not to display particular pieces. Persons interested in displaying their work should contact Executive Assistant Andy Johnson at 356-6000 to request an opportunity to present their work to the Communications Committee. The Communications Committee reserves the right to accept or decline any item for display. Only items approved by the Communications Committee will be accepted for display.

The following guidelines apply to all artwork loaned to Johnson County for display:

- Johnson County will not be responsible for lost, stolen or damaged property.
- Johnson County retains sole discretion to determine where, and for how long, items will be displayed.
- The artist or person loaning pieces to Johnson County will be responsible for placing appropriate identification information on each piece of art work
- Information regarding each piece and the artist will be displayed on cards (3"x 5") provided by Johnson County. The County will provide acrylic holders for the cards and will be responsible for placing the cards near each piece.
- Persons loaning items to Johnson County will be responsible for having each piece prepared for display prior to delivery for Johnson County. (E.g.: hanging pieces will be framed and ready for hanging.)
- Johnson County Physical Plant Department will be responsible for determining location and method of display location.

**AGREEMENT FOR LOAN OF ITEMS FOR DISPLAY
IN JOHNSON COUNTY PUBLIC BUILDINGS**

The Johnson County Communications Committee has reviewed items to be loaned to Johnson County and hereby accepts the following pieces for display:

- 1.
- 2.
- 3.
- 4.

In offering these items for display, the undersigned exhibitor hereby acknowledges receipt and review of Policies and Procedures for Display of Artwork in Johnson County Buildings. Specifically, the donor agrees that:

- Johnson County is not responsible if the items loaned are lost, stolen or damaged.
- Johnson County retains sole discretion to determine where, and for how long, the items will be displayed.
- Prior to delivery to Johnson County, all items will be prepared and suitable for display and appropriately identified.
- Johnson County Physical Plant Department will be responsible for determining location and method of display location.
- The item(s) will be retrieved from Johnson County within 10 days of notification that the item(s) will no longer be displayed.

In return for the loan of these items for display, Johnson County will:

- Arrange for suitable display at locations determined by Johnson County.
- Prepare and display identification cards with information provided by the donor.
- Notify the donor in writing when item(s) will no longer be displayed and work with the donor to have the item(s) retrieved within 10 days of said notification.

The following contact information will be used for communication between the parties:

Johnson County:
Andy Johnson
Executive Assistant
913 S. Dubuque St.
Iowa City, Iowa 52240
319-356-6000
ajohnson@co.johnson.ia.us

Donor:
Name: _____
Address: _____

Phone: _____
Email: _____

For the County:

For the donor:

Signature Date

Signature Date

Printed name and title

Printed name