



ART PLACEMENT POLICY

1. PURPOSE AND SCOPE

- 1.1 This policy guides the placement of all art (student and non-student) on all University of Lethbridge campuses (including the Dr. Foster James Penny Building), except for the University of Lethbridge Art Gallery and individual and/or department office spaces.
- 1.2 Individuals are to follow the policy and procedures outlined herein when proposing projects and/or installing their artwork on campus.
- 1.3 The University of Lethbridge encourages and nurtures creative expression and supports the display of student artwork on University campuses. Requests for the display of non-student art (including that of faculty members and others) will be considered on a case-by-case basis by the Art Placement Committee (APC) in consultation with the Art Gallery Director, as appropriate.

2. DEFINITIONS

- 2.1 The “**Art Placement Committee**” (**APC**) oversees the placement of art on all University of Lethbridge campuses and the Dr. Foster James Penny Building, except for the University of Lethbridge Art Gallery. The APC reviews for approval each [Art Placement Application Form](#). The approval process is outlined in Appendix B. The Art Placement Committee Terms of Reference are outlined in Appendix E.
- 2.2 “**Artist**” as defined specifically for this policy, shall refer to student artists enrolled in courses in the Faculty of Fine Arts, at the University of Lethbridge, unless otherwise noted.
- 2.3 “**Art Placement Locations**” as defined specifically for this policy, shall refer to locations on the main University of Lethbridge campus and the Dr. Foster James Penny Building, that are available for the placement of student art.
- 2.4 “**2D Artwork**” as defined specifically for this policy, shall refer to paper, stretched canvas or similar materials hung on a wall.

AUTHORITY:	RESPONSIBILITY:	EFFECTIVE DATE:
Board of Governors	Vice President (Finance & Administration)	October 11, 2012

- 2.1 “3D Artwork” as defined specifically for this policy, shall refer to all artwork that is not hung on a wall.

3. POLICY

- 3.1 The University of Lethbridge encourages and nurtures creative expression and supports the display of student artwork on University campuses for the following purposes:
- fulfilling Department of Art or other Faculty of Fine Arts course requirements;
 - promoting student artwork to the University community; and/or,
 - advancing the sense of community, engagement, diversity and connection among members of the University community.
- 3.2 Artists within the Faculty of Fine Arts may display artwork on campus as it relates to their course requirements. Artists are to consult this policy and associated procedures for (1) art placement rules, (2) approved art placement locations and (3) repair and maintenance of space.
- 3.3 The successful installation of artwork requires a general understanding of University and Health and Safety regulations, policy and processes; grounds and maintenance standards; guidelines regarding appropriate locations and materials; and procedures for safe installation and removal of work.
- 3.4 Requests for the display of non-student art (including that of faculty members and others) will be considered on a case-by-case basis by the Art Placement Committee (APC) in consultation with the Art Gallery Director, as appropriate. Non-students may complete the [Art Placement Application Form](#), indicating their non-student status in the Project Description, for consideration by the APC of their request.

4. ART PLACEMENT RULES

- 4.1 The following rules shall apply:
- 4.1.1 Artwork must have the artist’s name, course information and approved exhibit dates displayed at all times.
- 4.1.2 Artwork may be displayed for a maximum of 2 weeks or for a maximum of 1 week on the 8th floor exhibition areas, unless other arrangements are approved by the APC.
- 4.1.3 Lighting in stairwells, corridors and walkways must not be altered.
- 4.1.4 Artwork cannot be suspended from or impair the proper operation of fire protection sprinkler heads or pipes.
- 4.1.5 Extension cords must be in good condition and must not cross hallways or doorways, and should be firmly taped to floors at wall edges or over doorways.
- 4.1.6 The access to the following must not be physically or visually obstructed in any way:
- Security cameras;

- WiFi access points
- Electronic notice boards (TV's);
- Fire hose cabinets and fire extinguishers;
- Defibrillators;
- Utilities/Caretaking access hatches and doors;
- Pathways, stairwells, corridors and handrails (as defined by the Building Code, Fire Code and occupancy load requirements); and,
- Way-finding, directional and exit signage.

4.1.7 The following materials cannot be used under any circumstance:

- Ammunition;
- Flammable liquids;
- Explosives;
- Biohazardous waste; and,
- Hazardous waste of any kind.

4.1.8 The following are specific requirements as per building and fire codes:

- A 20% maximum wall coverage with combustibles;
- Protrusions from wall are not to exceed 100mm;
- No continuous obstructions that interrupt the water discharge in a horizontal plane more than 457 mm below the sprinkler head;
- No sharp edged components are permitted; and,
- 3D art must maintain a barrier free passage of travel of 920mm.

4.2 Artwork that is not compliant with this policy may be removed without notice.

5. REPAIR AND MAINTENANCE OF SPACE

5.1 Upon the removal of artwork and unless otherwise specified, artists are NOT to repair or repaint walls unless specified in this policy.

5.2 Artists are required to repair and maintain walls at:

- UCA, level 8 (Mezzanine & Student Exhibition wall);
- W-8H1 and W8H32; and,
- Dr. Foster James Penny Building Rooms PB140 and PB150.

5.3 When repairing and maintaining walls, artists must adhere to maintenance procedures followed by the University's Buildings Maintenance and Grounds found in Appendix A. Any costs associated with maintenance may be charged to the artist.

6. ART PLACEMENT LOCATIONS

6.1 The areas identified in Appendix D have been identified as appropriate sites for art placement. Appendix D provides the specific criteria for each location. PLEASE OBSERVE CAREFULLY as the type of art that will work in each location varies. Depending on the location of the proposed placement of art, other department approvals and/or the booking of space may be required.

- 6.2 **The locations identified in Appendix D for art placement do not represent a complete list of potential sites. Artists may identify other locations for the presentation of artwork and submit a request using the [Art Placement Application Form](#).**
- 6.3 Outdoor art placement proposals must be approved by the APC. Such proposals require a plan of installation and removal. Outdoor installations should be free standing. Any works that are not free standing, including but not limited to works attached to trees, shrubs, signs, light poles, flag poles, railings, planters, exterior building surfaces, or building fixtures must address their means of attachment and potential impact of the attachment in their installation plan.

7. RESPONSIBILITIES

7.1 Artists

- 7.1.1 It is the responsibility of the artist to observe timelines for the display of an art project and follow the necessary approval procedures.
- 7.1.2 The artist is to acknowledge and use good judgment when displaying a project containing mature content in areas on campus open to the general public. All content is governed by the [University's Statement of Philosophy and Fundamental Principles](#) and in its Strategic Plan. Any concerns about the content of art should be directed to the artist's instructor.
- 7.1.3 Artists shall not damage walls, floors, or any other surface upon which art is installed. The artist is responsible for any and all damages beyond normal wear and tear of the area utilized for the art placement.

7.2 Art Placement Committee

- 7.2.1 The APC shall meet as required to review the art placement locations and make recommendations as necessary to the Vice-President (Finance and Administration). Committee representatives from the Facilities department are responsible for ensuring that all art placement requests conform to all applicable Building and Fire Codes;
- 7.2.2 The APC will notify the Department of Art of any complaint or concern pertaining to art placement. Upon notification and just cause, the Department of Art shall remedy the art placement including any required removal or take down. The University has the right to immediately remove any placement deemed a safety hazard or that poses imminent danger to life and safety of others, or any other substantive breach.

7.3 Vice-President (Finance and Administration)

- 7.3.1 The Vice-President (Finance and Administration) has final authority on this policy, on art placement requests, and on art placement locations.

APPENDIX A

CARE & MAINTENANCE PROCEDURES

1. CARE AND MAINTENANCE PROCEDURES

- 1.1 At the conclusion of the artist's exhibition period, the artist must follow these procedures for repairing and repainting the walls for those areas as defined in Section 5.2 of this Policy.
- A paint kit is located at W840. Supplies in the kit include: drop cloths, paintbrush, roller sleeve and handle, pole sander and sand paper, extension pole, wall filler, putty knife, tape, white latex paint, paint tray, brush, roller spinner and the procedure for repainting and wall repair.
 - As required, use personal protective equipment (safety glasses, dust mask, coveralls).
 - Before you open any paint containers or begin patching walls lay down the drop cloths tight to the walls, cover the entire floor surface with drop cloths to protect floor finish.
 - Remove all nails and fastening devices. With a pole sander lightly sand the walls. Smooth out the dimple caused by your nails by using a blunt tool to push the dimple slightly into the wall surface.
 - Prepare a small quantity of wall filler and apply leanly to all nail holes.
 - When this is dry, lightly sand the walls again taking care to make the walls as smooth as possible.
 - Stir your paint well and only use the latex paint provided. Fill the paint tray with a moderate quantity of paint working only when on the drop cloth.
 - With a paintbrush first apply a brush coat on all filled areas, then carefully cut in the edges of the walls. Do not paint concrete, floors, baseboards, or electrical outlets.
 - Once you have finished cutting in, use the roller to apply a light even coat of white latex paint to the walls.
 - After you have completed painting, scrape excess paint from roller into tray. With a brush, return excess paint from tray to paint can.
 - Roll or fold up your drop cloths and sweep the area before returning paint kit to W840.
 - Return all used painting equipment to W840 and carefully remove the roller sleeve and thoroughly rinse it in the sink making sure all paint is washed out of roller and paintbrush.
 - Using the paint spinner in the sink fit roller sleeve over end of spinner and spin roller to remove excess water. Stand damp roller sleeve upright for final drying.
 - Using the paint spinner, place brush handle into clamp and spin to remove excess water. Smooth out the bristle while brush is still damp and lay flat to dry or hang on wall over sink.

APPENDIX B

ART PLACEMENT COMMITTEE (APC) APPROVAL PROCESS

1. APPROVAL PROCESS

- 1.1 Where an Art Placement Application Form (Appendix C) is required, it must be submitted a minimum of 48 hours before the work is installed. The Art Placement Application Form can be found [online](#). Artists are advised to discuss their plans with their instructor.
- 1.2 Once an artist has completed the online application form, all APC members are notified through an email mailing list.
- 1.3 Each member of the committee will assess the artwork for:
 - 1.3.1 **Potential hazards.** For example sharp protruding edges or planes that may pose a threat in the normal course of movement.
 - 1.3.2 **Ease of egress.** 3D artwork should be barrier free and not create an obstacle at any time for those using the space including high traffic volume times or for those that are visually or physically impaired;
- 1.4 In response to each proposal APC members will email the Risk Analyst, Risk and Safety Services or designate to either approve or to identify issues with the proposal. Artwork submitted for locations not specified within Appendix D will be evaluated through the same approval process and will be based on availability and maintenance requirements. After receiving notifications from members of the committee the Risk Analyst, Risk and Safety Services or designate will do one of the following:
 - 1.4.1 Notify the artist by email that the application has been approved; or
 - 1.4.2 The Risk Analyst or designate of Risk and Safety Services, accompanied by other members of the APC as necessary, will contact the artist to resolve outstanding issues. Approval may be granted with stipulations.

APPENDIX C

ART PLACEMENT APPLICATION FORM [\(AVAILABLE ONLINE\)](#)

Art Placement Application Form

* Mandatory Fields

STUDENT INFORMATION

* Student name:

* Student email:

* Student phone:

* Application Date:

* Course number:

* Instructor's name*:

* Instructor's email:

ART PLACEMENT INFORMATION

Desired Location:

Other Location:

- Reason:

* Display Date:

* Removal Date:

* Description of Project (including materials, dimensions, weight, stability, fastening requirements, etc.): If possible attach a photo of the work.

* Please consult with your supervising instructor prior to completing this application, as they will be responsible for approving your application in addition to those approvals described below.

By submitting this application, you have read and understand the Student Art Placement Policy and agree to respect the art placement guidelines. The University will not be held responsible for artwork that is damaged or stolen.

Copies of this request will be sent to the following departments to review and approval:

Department	Position Responsible
Risk and Safety Services	Risk Analyst
Faculty of Fine Arts	Chair, Department of Art
Faculty of Fine Arts	Facilities Manager, Department of Art
Security Services	Manager of Security
Facilities	Manager, Building Maintenance
Facilities	Associate Director, Planning and Capital Projects
Department	Associate Dean of Fine Arts

Note: Where an Art Placement Online Request Form is required, it must be submitted a minimum of 48 hours before the work is installed. The Art Placement Online Request Form can be found at: Art Placement Policy Online Request Form. Artists are advised to discuss their plans with their instructor.

APPENDIX D

ART PLACEMENT LOCATIONS

1. APPROVED LOCATIONS SUMMARY

LOCATION	TYPE OF ART
UCA, level 7 (Photo-Arts Hallway) ¹	2D
UCA, level 7 (Mezzanine)	2D or 3D
UCA, level 8 (Hallways general) ¹	2D or 3D
UCA, level 8 (Mezzanine & Student Exhibition wall) ⁴	2D or 3D
UCA, stairwell 8 ½	3D
UCA, level 9 (Devonian walkway)	3D
L804 Hallway ¹	2D or 3D
Library, level 8 ¹	2D or 3D
Library, level 11	2D
Anderson Hall	2D
Turcotte Hall East, level 2	2D
Turcotte Hall, East, level 3	2D
Turcotte Hall East, level 4	2D
1 st Choice Savings Centre/PE Building ⁶	2D or 3D
Galileo's (SU Building) ²	2D or 3D
University Hall, Atrium ³	3D
Dr. Foster James Penny Building (324 – 5 th St. S., Lethbridge) ⁵	2D or 3D

- ¹ These 2D spaces **DO NOT** require approval forms. Artwork in these spaces is still governed by this policy.
- ² Additional approval and space booking is required (Exhibition Agreement Contract) from the Students' Union (Phone 403-329-2222).
- ³ Additional Approval and space booking is required from Conference and Event Services (Phone 403-329-2244).
- ⁴ The Student Exhibition wall (UCA, level 8, W-8H1) may be reserved for a maximum one-week period during each semester. The sign-up calendar with guidelines for showing work and booking time, are posted on a board adjacent to the exhibition wall.
- ⁵ Only Faculty members can request space on behalf of students or faculty groups for projects and exhibitions at the Dr. Foster James Penny Building
- ⁶ Space in this area will only be available for art placement if that space is not committed for other purposes.

UCA = University Centre for the Arts



APPENDIX E

ART PLACEMENT COMMITTEE TERMS OF REFERENCE

1. PURPOSE

The Art Placement Committee is responsible for reviewing requests for art placement on all University of Lethbridge campuses and the Dr. Foster James Penny Building, except for the University of Lethbridge Art Gallery, in accordance with the Art Placement Policy.

2. MEMBERSHIP

2.1 The following members or designates shall be members of the Art Placement Committee:

- Chair, Department of Art
- Facilities Manager, Department of Art
- Risk Analyst, Risk and Safety Services
- Manager, Security Services
- Manager, Building Maintenance
- Associate Director, Campus Planning & Architecture

2.1 Other individuals may be invited by the Committee Chair to attend all or any part of the Art Placement Committee meetings as resource. On occasions where the APC is considering a request for the placement of non-student art, the Art Gallery Director may be invited to attend meetings.

3. MEETINGS

3.1 The Committee shall meet at least once per year, with additional meetings at the call of the Chair.

3.2 Quorum is 3/4 of the members or designates.

4. RESPONSIBILITIES

4.1 Oversees the placement of art on all University of Lethbridge campuses and the Dr. Foster James Penny Building, except for the University of Lethbridge Art Gallery;

4.2 Reviews and approves requests to place artwork on all University of Lethbridge campuses and the Dr. Foster James Penny Building ;

4.3 Determines art placement guidelines;

4.4 Determines art placement locations on all University of Lethbridge campuses and the Dr. Foster James Penny Building;

4.5 Recommends revisions to the Art Placement Policy, as deemed necessary, to the Vice-President (Finance & Administration).