

Viterbo University
Todd Wehr Memorial Library

Art Policy

Library Art Collection

Art is available for checkout from the library to enhance campus offices and public spaces. There is no time limit on art, but items need to be renewed annually. Art must not leave the campus.

Art is primarily collected by the institution via donations and gifts. Please see the library's gift policy for more information.

Art is periodically withdrawn from the library art collection when it is deemed necessary due to disrepair, unpopularity, or lack of storage space. Because the art is the sole property of Todd Wehr Memorial Library, the library is not required to contact artists when their artwork is removed from the collection.

Exhibitions

Only Viterbo affiliates may hold exhibitions in the library. All exhibitors must gain approval from the library director. Exhibitions are approved based on time of year and space available. Library staff will assist with scheduling and promotion.

If Viterbo University students wish to exhibit artwork in the library's art gallery, they must also gain approval from their faculty advisor or class professor.

Those interested in exhibiting should bear the following in mind:

- The library hanging system can accommodate art installed with wire, sawtooth hangers, or format frames.
- Depending on the time of year, space may not be available for receptions. Receptions are held at the discretion of the director.
- All art is to be installed and removed by the artist/representative.
- Depending on space, exhibitors may be able to temporarily store art in the library before or after an exhibition. All art storage must be approved in advance by the library director.
- Study tables must remain in their usual location during the exhibition.
- The library assumes no responsibility for theft, loss, damage, or destruction of items on display.
- The weaving and sculpture in the gallery must not be removed. All other art in the gallery can be taken down by the artist and stored in the Robers art storage closet. It is the exhibitor's responsibility to reinstall art immediately after their show.

- Title cards:
 - Foam tape must not be used on any walls since it peels the wall paint. Blue painter's tape or scotch tape is acceptable.
 - Due to texture on the green columns, tape will not hold long. An alternative way to hang title cards is to apply a piece of tape to the back of a title card and also the back of the frame. The card will hang directly below the frame and no tape will be visible.
- Unclaimed artwork: If artwork is not retrieved within 30 days after the exhibition ends, the artwork becomes the property of the library. The library may dispose of the artwork in any way it deems fit without liability or further notice to the artist or lender.

The library does not accept responsibility for ensuring that all points of view are represented in any single exhibition. Granting of permission to display materials does not imply endorsement of content, nor will the library accept responsibility for the accuracy of statements made in such materials.

Artist information:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Agreement:

The signature of the artist on the line below shall be understood to imply an agreement on the part of the artist with all conditions set forth in Todd Wehr Memorial Library art policy.

Artist/Representative signature: _____ Date: _____

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