

CITY OF LOS ANGELES

CALIFORNIA



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DEPARTMENT OF CULTURAL AFFAIRS

201 NORTH FIGUEROA ST, SUITE 1400
LOS ANGELES, CA 90012
213.202.5500 TEL
213.202.5513 FAX
culturela.org WEB

DANIELLE BRAZELL
GENERAL MANAGER

APPLICATION FOR SUBMISSION OF ARTWORK TO THE CITY OF LOS ANGELES ART COLLECTION

Mission

The mission of the City Art Collection is (1) to promote understanding, awareness and enrichment of the visual arts for City officials, employees, residents and visitors through public access to works of art (2) to improve the effectiveness of government by creating a high-quality work environment for employees and (3) to document and preserve the artistic heritage of the City of Los Angeles.

Authority

Article XV, Sec. 165 of the City Charter states that "No work of art shall become the property of the City of Los Angeles by purchase, gift or otherwise, unless such work of art or the design of same, together with a statement of the proposed location of such work of art, shall first have been submitted to and approved by the Board of Cultural Affairs Commissioners..."

Further, Sec. 22.113, Div. 22, Ch. 7, Art, Section History authorizes the Cultural Affairs Department to "procure paintings, documents and records as, in the opinion of the City Council, may be of historic or artistic value, and to properly supervise and preserve the same in a manner to prevent deterioration."

Acceptance Policy and Procedures

Please refer to attached *"Policy Governing Artworks, Department Directive No. 29."* Should you have any questions regarding the application process, please contact the Department of Cultural Affairs, Public Art Division at (213) 202.5544, fax (213) 202.5515.

Additional Materials to be submitted with application:

- A model, color photograph, or slide of the artwork. If proposed artwork is 3-dimensional, please submit photos in the round (views of front, back, left and right sides). If photo or slides are submitted, please identify photographer.
- If the proposed gift relates to a specific site, a site plan demonstrating the relationship of the work to the site and color photographs of the site must also be included.
- A report carefully detailing the proposed artwork's current condition
- The artist's most current resume, curriculum vitae and any other biographical information
- Written, certified documentation of the appraised value of artwork at time of proposed donation

PART I: Donor Information

Donor Name _____

Donor Address _____

Phone _____ Donor Fax _____

- PART OF A COLLECTION Total # in Collection _____
 PART OF A SERIES Total # in Series _____
 PART OF A SET/GROUP Total # in Set/Group _____
 ONE OF A PAIR (2)

Medium/Materials of Composition _____

Finishes applied to surface (*if appl.*) _____

Construction Technique _____

Item Classification: (*check what applies*)

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> ARTIFACT | <input type="checkbox"/> MIXED MEDIA | <input type="checkbox"/> PHOTOGRAPH |
| <input type="checkbox"/> CONTAINER | <input type="checkbox"/> MOSAIC | <input type="checkbox"/> PRINT |
| <input type="checkbox"/> COSTUME | <input type="checkbox"/> MURAL | <input type="checkbox"/> SCUPLTURE |
| <input type="checkbox"/> DECORATIVE ART | <input type="checkbox"/> MUSICAL INSTRUMENT | <input type="checkbox"/> TEXTILE |
| <input type="checkbox"/> DRAWING | <input type="checkbox"/> NEON SIGN | <input type="checkbox"/> UNKNOWN |
| <input type="checkbox"/> FIBER ART | <input type="checkbox"/> PAINTING | <input type="checkbox"/> other _____ |

Subject/Theme of Artwork _____

Style and/or Influences of Artwork _____

Does the item have a:

- base? plaque? frame? mat? glass covering? plexi-glass covering?

Dimensions of artwork alone (*without frame, mat, base, etc.*):

Height _____ in. **x** Width _____ in. **x** Depth _____ in.

Dimensions of frame, mat, or base:

Height _____ in. **x** Width _____ in. **x** Depth _____ in.

Plaque Inscription and/or Identifying Marks:

PART IV: Artwork History

Provenance/Previous owners of the artwork: (*if appl.*) Owner _____

Period of Ownership _____ Owner _____

Period of Ownership _____ Owner _____

Period of Ownership _____ Owner _____

(Additional sheets may be attached as needed)

Exhibition history of the artwork: *(Please attach catalogue copies/excerpts, if applicable)*

Exhibit Name _____ Exhibit Date _____

Exhibit Site _____

Exhibit Name _____ Exhibit Date _____

Exhibit Site _____

Exhibit Name _____ Exhibit Date _____

Exhibit Site _____

(Additional sheets may be attached as needed)

Previous conservation performed: Yes No Unknown

If yes, please provide conservator name, contact information, work performed, and year of conservation:

Citations or references in print to the artwork: *(if applicable)*

(Please attach copies of any publications and include a photocopy of title page/bibliographical information.)

PART V: Value Information

*[Please attach copies of Current Written Appraisal and Bill of Sale, if applicable. **Gifts with a value of more than \$50,000 also require City Council acceptance, in accordance with Section 5.111.2 of the Los Angeles Administrative Code.**]*

Appraised value of artwork: \$ _____ Date of appraisal _____

Evaluator's Name _____ Affiliation _____

Address _____

Phone _____ Fax _____

PART VI: Condition, Conservation and Maintenance

[Please indicate the condition of artwork by attaching a current condition report (include history of conservation and conservator's report, if appl.).]

Is the artwork intended to reflect the impact of environmental wear, tear and aging?

(Circle one) YES / NO

What is the intended life span of the artwork? *(Circle one)* TEMPORARY / PERMANENT

If temporary, how long does the artist intend for the artwork to last? _____

What is the artist's intention with regards to the artwork over time? Please explain:

What are the specifications, regarding long-term care of the artwork? When and to what extent should the work be cleaned/conserved? *[Please indicate specifications regarding the regular maintenance, schedule of care (cleaning agents and procedure), and/or recommendations for the placement of artwork.]*

Was a conservator consulted in the fabrication of the work or in the development of a maintenance program?
(Circle one) YES / NO

If yes, Conservator Name _____
Business Affiliation _____
Address _____

Phone _____ **Fax** _____
Email _____ Website _____

PART VII: Ownership of Copyright

Who is the current owner of the copyright of the proposed gift?

Copyright Owner's Name _____
Address _____

Phone _____ Fax _____

If you are the owner of the copyright, will copyright be transferred to the City of Los Angeles, should the donation be accepted? (Circle one) YES / NO

Thank you for your interest in the City Art Collection.

Signature of Donor _____ **Date** _____

COMPLETED APPLICATION RECEIVED BY THE **DEPARTMENT OF CULTURAL AFFAIRS, PUBLIC ART DIVISION:**

Signature: _____ Date _____

Department of Cultural Affairs, Public Art Division

