

# STANDARD OPERATING PROCEDURE (SOP)

## Artwork Submission, Evaluation, Approval, Rotation, and Installation for Farmers Branch Facilities

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### 1. Purpose

This SOP establishes the standardized process for the submission, review, approval, installation, and rotation of artwork displayed at any Farmers Branch facilities. It also outlines the requirements for artists to loan artwork, including acknowledgment agreements and liability provisions, temporarily. The Arts and Cultural Committee will establish a subcommittee that oversees this project to accept submittals, select artwork, and ensure rotation timelines are within scope.

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### 2. Scope

This procedure applies to all artists, community members, staff, and external partners who wish to submit artwork for display at any Farmer Branch facilities, as well as internal personnel responsible for review, approval, and installation. The Arts and Cultural Committee will establish a subcommittee for the submittals, review, approval and installation while coordinating with the staff liaison.

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### 3. Definitions

- **Artwork** – Any visual art piece submitted for temporary display.
- **Artist/Submitter** – The individual or group providing artwork.
- **Artwork Evaluator/Review Committee** – The review and approval of artwork will be completed by the Arts and Culture Committee and their established subcommittee, and approved by City Council or their designee.
- **Loan Agreement** – A signed document acknowledging the temporary loan of artwork to Farmers Branch and holding Farmers Branch harmless for damage or loss.
- **Rotation Cycle** – Quarterly and/or three-month display period for artwork.

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## 4. Roles and Responsibilities

### 4.1 Artist/Submitter

- Submit required forms and documentation.
- Sign the Artwork Loan and Hold Harmless Agreement.
- Deliver and retrieve artwork on designated dates.

### 4.2 Artwork Evaluator / Review by Arts and Cultural Committee

- Review submissions for suitability, safety, and compliance with content standards.
- Approve or reject artwork.
- Oversee display planning and logistical coordination with liaison and manager of designated facility.

### 4.3 Facility Manager / Staff

- Install and remove artwork.
- Maintain artwork inventory.
- Monitor artwork conditions during display.

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## 5. Procedure

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### 5.1 Submission Process

1. **Submission Windows:**  
Ongoing and applicable for the corresponding quarter.
2. **Submission Requirements:**
  - Artwork Submission Form
  - Digital images
  - Dimensions & mounting requirements
  - Artist bio/statement (optional)
  - Loan & Hold Harmless Agreement (post-approval)
3. **Submission Methods:**
  - Email submission
  - Physical submission at a designated Farmers Branch facility
4. **Acknowledgment:**

- Confirmation sent within 5 business days.
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## 5.2 Review and Evaluation Process

### 5.2.1 Assignment of Evaluators

The Arts and Cultural Committee is assigned at each rotation cycle.

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### 5.2.2 Evaluation Criteria and Acceptance Metrics

Artwork must comply with the following **content, safety, and public-appropriateness standards**:

#### A. Content Standards for Public Viewing

All artwork must be appropriate for general public audiences of all ages. Therefore, **the following are not permitted**:

1. **Profanity or Offensive Language**
  - No obscene words, hate speech, discriminatory content, derogatory phrases, or explicit written material.
2. **No Nudity or Sexual Content**
  - No depiction of full or partial nudity.
  - No sexual themes, innuendo, or suggestive imagery.
3. **Violence Restrictions**
  - No graphic violence, gore, or depictions intended to shock or disturb viewers.
  - No imagery promoting harm, weapons, or aggressive acts.
4. **Political or Religious Neutrality**
  - Artwork may not promote political campaigns, religious doctrines, or divisive ideological messages.
5. **No Offensive or Sensitive Imagery**
  - Artwork must not depict illegal activities, drug use, gang symbols, or extremist content.
  - Artwork must be free of discriminatory, culturally insensitive, or inflammatory themes.

#### B. Safety and Structural Standards

Artwork must:

- Be structurally sound for hanging or display.

- Not contain sharp edges, hazardous materials, or unstable components.
- Be lightweight enough to meet facility wall/hardware specifications.
- Be delivered ready to mount (wired, framed, or with appropriate hardware).

## C. Suitability for Facility Environment

Artwork should:

- Enhance the visual environment and align with Farmers Branch community-centered values.
  - Fit available display dimensions and not obstruct walkways or equipment.
  - Withstand normal indoor environmental conditions (humidity, temperature, light exposure).
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### 5.2.3 Review Timeline

- Committee must complete evaluations within 30 days of the submission window closing.

### 5.2.4 Notification

- Artists are notified of acceptance or denial through email.
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## 5.3 Approval & Documentation

Upon approval:

1. Artist signs the **Artwork Loan & Hold Harmless Agreement**.
  2. Artwork is added to the **Artwork Inventory Log**.
  3. Display dates and location are scheduled.
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## 5.4 Installation Process

1. Artist delivers artwork during scheduled intake dates.
2. Staff inspect artwork for safety, condition, and compliance.
3. Only authorized personnel may install artwork.
4. Standardized labels with artwork title and artist name will be placed on or near the display.
5. Labels will be uniform, consistent, and created by Arts and Cultural Committee.

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## 5.5 Display Period & Maintenance

- Artwork remains installed **per quarter**, unless removed earlier for safety or facility needs.
- Staff will periodically inspect artwork for stability and preservation.

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## 5.6 Rotation & Retrieval

1. Artists are notified **30 days** before the end of the cycle.
2. Artwork must be retrieved during the designated pickup window.
3. Artwork left beyond 60 days will be stored at the artist's risk.

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## 6. Records and Documentation

**Farmers Branch Arts and Cultural Committee** will maintain:

- Submission forms
- Approval/denial notices
- Loan Agreements
- Installation/removal logs
- Inventory data

Retention: Minimum of 2 years.

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## 7. Safety & Liability Statement

Farmers Branch will take standard precautions but is **not liable** for:

- Damage, vandalism, or theft
  - Environmental exposure
  - Accidental harm
- Artists are required to sign the **Hold Harmless Agreement** before installation.
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