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<u>POLICY TITLE</u> ARTWORK		<u>Catalogue Page</u> <u>Number</u> 02-4154
<u>AUTHORIZATION</u> Vice President, Communications and Public Affairs	<u>DATE</u> <u>APPROVED</u> February 2013	<u>CURRENT</u> <u>VERSION DATE</u> October 2021

DATE(S) REVISED / REVIEWED SUMMARY

Version	Date	Comments / Changes
1.0	February 2013	Initial Policy Released
2.0	July 2018	Revision
3.0	October 2021	Reviewed – No revisions required

PURPOSE

Carefully chosen art can have a beneficial effect on patients and families and can enhance the therapeutic environment.

This policy has been developed to provide guidelines outlining the procurement, display, maintenance and disposal of art within Fraser Health. The intent of this policy is to ensure that art enhances the facility's environment and that consistent guidelines and standards are used. This policy will also help ensure that the expectations of artists and/or donors are clarified when art is lent or donated to a Fraser Health facility.

This policy covers all art displayed in public and patient care areas. This policy does not cover staff, physician or administrative areas of facilities (e.g. staff lounges, offices, etc.).

Exceptions to this policy are artwork designed for the purpose of promoting a Fraser Health initiative or that which is a part of a communications campaign within the site/Fraser Health. This form of 'artwork' may have faces and people within the medium of the artwork. These exceptions would not be referred to as 'art' but should meet all other criteria and content guidelines of the Fraser Health Artwork policy (size, installation, cleanability, duration of display, etc.). A decision regarding these exceptions will be approved by the Site Director (Executive Director if necessary) or delegate. Committee support or stakeholder input is not required but is encouraged.

Scope

This policy extends to all hospital acute care sites, out-patient facilities, clinics and all owned and operated facilities within Fraser Health (e.g. Residential Care, MHSU, Rehabilitation, End of Life/Hospice, etc.).

DEFINITIONS

Artwork: Refers to any form of artwork that can enhance the therapeutic environment and/or have a beneficial effect on patients, families and/or the public.

Site / Facility: Refers to all Fraser Health acute care hospitals. It includes all out-patient types of facilities, all owned and operated facilities (e.g. Residential Care, MHSU, Rehabilitation, End of Life/Hospice, etc.) and any other Fraser Health facility that the public and/or patients have direct access to. Public-Private-Partnership (P3) sites are included. This Fraser Health policy should serve as a basis in the development of their own P3 artwork policy.

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Committee: Refers to all acute care sites Space Utilization and Way Finding Committees and Residential/Community facility based Committees that address signage/art. For any facility that does not have such a Committee all requests and approvals shall be directed to the Fraser Health Site Director/Program Director Lead for that site/facility.

Site Director / Program Director Lead: Refers to the Fraser Health Site Director for all Fraser Health acute care sites. It also includes the Program Director who is responsible for a facility Fraser Health owns and operates (e.g. out-patient facilities, Residential Care, MHSU, Rehabilitation, End of Life/Hospice, etc.)

Stakeholder / Partner: Refers to any organization, society and/or association that is already recognized and is in a partnership at the specific Fraser Health site (e.g. P3, Auxiliaries, Hospice Societies, MHSU organizations, etc.). Sites that have a Private-Public-Partnership (P3) would also be considered as a key Lead stakeholder.

Foundation: Refers to facilities that have a direct partnership with their Hospital Foundation.

POLICY

- All art on display in public and patient care areas will be reviewed and approved by the appropriate Committee and must meet Fraser Health Artwork Content Guidelines.
- Art will only be displayed in designated areas throughout the facility.
- Art accepted for donation will meet the standards for acceptance of artwork and content guidelines described in the Content Guidelines section of this policy.
- Acceptance of offers of artwork will take into consideration content, media, display and maintenance considerations. Facilities Management Operations (FMO), Housekeeping and Infection Control support is required for installation, maintenance and clean ability concerns of all artwork prior to acceptance.
- Donated artwork will only be accepted if they can be sold either immediately or following a period of display, with the proceeds from the sale going towards the Facility's Foundation. Where no Foundation exists, proceeds from the sale will be determined by the Fraser Health Site Lead in conjunction with the relevant stakeholder (e.g. Hospice Society, etc.).
- Loaned artwork will only be accepted when there is a signed agreement between the lender and the key stakeholder(s) which outlines the term of the loan, maintenance expectations and responsibilities and to whom the art should be returned to at the end of the term. Details of the agreement must be approved by the Fraser Health Site Lead and, if applicable, the Private-Public-Partnership and the Foundation.
- Efforts will be made to display art in specified areas, however, the final decision about the display location rests solely with the Site Director (the Program Director at a facility where no Site Director role exists).

PROCEDURE

- Anyone submitting a piece of art for donation must complete the form entitled "*Artwork for Consideration Within Fraser Health*" (Reference Appendix 1 of this policy).

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- FMO led projects (e.g. Capital Renovations, etc.) that includes artwork within the scope of the project may forward recommendations for artwork that will support the therapeutic environment. The FMO Lead will be required to ensure that the content of this policy is supported. The same process would apply for acceptance of the artwork recommended to the site.
- The Director Lead designated for a facility (may be the Fraser Health Site Director / Program Director) will review the artwork, the submitted form and will determine whether or not it meets the guidelines for acceptance and content as described within this policy.
- The “*Artwork for Consideration within Fraser Health*” form and the artwork will then be presented for review to the site based Committee (where applicable) for final endorsement and/or input. **NOTE:** Where no Space/Artwork Committee exists key leads should include representation from FMO (Maintenance, Housekeeping, Planners, etc.), Infection Control and Program specific representation for the environment in which the Artwork may be considered for display.
- Any artwork that is denied based on this policy may be appealed through the Site Director Lead and to the Executive Director who is accountable for the site / facility. All decisions made by the Executive Director involved will be considered final.
- All donors will be contacted by the appropriate Fraser Health Site Lead for that facility and advised of their approval status. **NOTE:** The approval process may take 2 to 3 months in duration.
- A date and time will be established where the donor will come into the Fraser Health Site Administration offices to sign all relevant documentation. All artwork will be assigned a unique identifier number for tracking purposes.

Acquisition and Transfer of Art

As part of the decision-making process about artwork, the entire life of a work of art will be considered from acquisition to transfer.

- Donations
 - Fraser Health may receive offers to donate artwork by artists/donors. These offers will be considered using the Content Guidelines section of this policy.
 - Acceptance of an artwork donation does not imply that the art will be displayed nor does it guarantee that the art will be displayed in a particular area.
 - Once a donation is accepted, full ownership will be transferred to the Facility’s Foundation with the understanding that the artwork will be sold (either with or without a display period), with the proceeds from the sale going to the Foundation. Artwork that is not sold may be transferred to other facilities or organizations after a period of display at the said facility.
 - Art donations will only be accepted if they are ready for display (e.g. suitable frame, glass, matting, etc.). A donor acknowledgement plaque will be determined on an individual basis with the site and key stakeholders.
 - Donations will follow accepted processes and policies for issuance of tax receipts by the Foundation including requiring the donor to obtain an appropriate third party appraisal.

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- Purchase
 - In specific circumstances, such as a bequest made in a will, artwork will be purchased for a designated Fraser Health Site. The guidelines for acceptability will be adhered to as stated in this policy.
 - Artwork purchased through a bequest is the property of the appropriate Foundation and may be loaned to other facilities or sold with proceeds of the sale going to the Foundation.

- Loans
 - Artwork to be considered for display may be loaned to a Fraser Health site for a determined length of time. The guidelines for acceptability will be adhered to as stated in this policy.
 - At the conclusion of the display period the art will be returned to its owner or a designated alternate.
 - Should the facility be unable to return the artwork to the owner/designate within six (6) months following the conclusion of the agreed-upon display period, the piece will be considered a donation which may be sold with the proceeds of the sale going to the Site/Facility Foundation.

Theft, Loss or Damage

- Fraser Health and the Facility Foundations are not responsible for the loss or damage to the artwork displayed.
- It is the responsibility of all staff to report immediately the loss or damage of any artwork within the facility to Protection Services. All appropriate Risk Management paperwork associated with such incidents is the responsibility of the most appropriate person (e.g. Administrative or Foundation leader from the affected organization).
- An agreement outlining the terms of the loan agreement and waiving Fraser Health and its Foundations of responsibility must be signed prior to the loaned artwork being accepted.

Content Guidelines for Accepting Artwork

The offer by patients, families and members of the community to donate works of art is greatly appreciated by Fraser Health. We will gratefully consider all offers of loaned or donated artwork using the guidelines as outlined in this policy. These guidelines have been established to ensure that the pieces chosen for sale and/or display help beautify the facility while maintaining an acceptable professional and therapeutic environment.

- Only original artwork will be accepted for loan or donation. Prints or replicas will be assessed on an individual basis.
- Artwork depicting people will not be accepted with the exception of when human forms are part of the background/surroundings and do not have distinguishable features, gender, ethnicity, etc.
- Artwork containing offensive images or adult-oriented content will not be accepted.
- Artwork containing religious images will not be accepted.
- Sculptures, models and 3-dimensional art will not be considered for display due to the difficulty with mounting, protecting and maintaining such pieces.
- Ease of displaying, cleaning and maintaining artwork as well as infection control precautions will be key considerations in deciding whether pieces will be displayed at a Site.

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- Artwork being considered for display must fit with the overall aesthetics of the area in which it is to be displayed.
- Artwork such as murals are required to have the support from FMO – Plant / Planning, Housekeeping and the Site Director (or alternate). Any Collective Agreement issues must be addressed prior to and supported by Fraser Health / FMO in writing. All other content guidelines will also need to be adhered to.

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Appendix A: Artwork for Consideration within Fraser Health

 <p>fraserhealth Better health. Best in health care.</p>		<p>FRASER HEALTH</p>
<p>ARTWORK FOR CONSIDERATION WITHIN FRASER HEALTH: <i>(To be completed by FHA Staff Member)</i></p>		
Donor Name (if applicable)		Artist Name
Donor Contact Number		
Description of Art		
Date of Submission		
Artwork for Consideration' Form Received (date)		
Committee Approval		Date
Status		
Display Parameters		
Location for Display		
Donation Plaque Wording		Completed by:
Donation Plaque Made		