

**Viterbo University  
Todd Wehr Memorial Library**

**Art Policy**

**Library Art Collection**

Artwork is available for checkout from the library to enhance campus offices and public spaces. There is no time limit on art, though the library periodically verifies that inventory records match art locations.

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

Artwork is periodically withdrawn from the library art collection when it is deemed necessary due to disrepair, unpopularity, or lack of shelf space. Because the artwork is the sole property of Todd Wehr Memorial Library, the library is not required to contact the artist when his/her 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 Todd Wehr Memorial 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:

- Depending on the time of year, space may not be available for receptions. Receptions are held at the discretion of the director.
- All artwork is to be hung or set up, and taken down by the artist.
- 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 in the gallery must not be taken down. All other artwork in the gallery can be taken down by the artist and stored in the Robers kitchen. It is the artist's responsibility to rehang this art immediately after their show is done.

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.