

Donations of Memorials / Monuments for Public Places

Guidelines for Review by the Memorials and Monuments Panel

Donations of proposed memorials / monuments will be evaluated on the basis of the following criteria. Community groups or individual donors proposing memorials or monuments will be informed of the importance of the criteria in the Panel's consideration. The Panel will require affirmative proof that the following issues have been satisfactorily resolved prior to making a recommendation concerning the acceptance of the proposed memorial / monument.

1. AESTHETIC QUALITY

2. RELATIONSHIP TO VISION

Are the values of the proposed memorial / monument honoree compatible with the City or County's vision or Value Statement?

3. REPRESENTATION

Is the memorial / monument honoree already well represented in the public spaces of the City or Alachua County?

4. COMMUNITY PROCESS

Has the sponsor of the proposed memorial / monument:

- Run the selection process as an open competition?
- Involved and consulted with the surrounding community?
- Contacted the owner of the proposed site?

5. TECHNICAL FEASIBILITY

Can the memorial / monument be installed and maintained as proposed?

6. TECHNICAL SPECIFICATIONS

The panel must review detailed construction / fabrication drawings consisting of at least a site plan, elevation, and section view of the memorial / monument describing:

- Adjacent site conditions
- Dimensions
- Materials
- Colors
- Power, plumbing or other utility requirements
- Construction / installation method
- Any special obstacles to construction

The panel may require additional support materials such as text verbally describing artwork and specifications, models or presentation drawings.

7. BUDGET

- Will the artist be paid?
- Are estimated project costs accurate and realistic?
- Can the donor guarantee the funding sources for construction?
- Have sources of funds for ongoing maintenance been identified and secured?

8. DURABILITY AND LIFE SPAN

- How long is the material expected to last in public settings?
- Is the work suitable for outdoor / indoor display?

9. VANDALISM AND SAFETY

- Does the memorial / monument meet all existing codes?
- Does the work represent a potential safety hazard, or an attractive nuisance?
- Will the work have a graffiti-resistant coating?

10. TIMELINE

If a proposed gift is not completed within the timeline originally established, or if significant changes (both conceptual and financial) to the proposed work occur, it must be reviewed again by the Panel.

11. RECOMMENDATIONS: ACCEPTANCE AND REJECTION OF MEMORIALS / MONUMENTS

The Panel makes a recommendation to the appropriate Commission on a course of action regarding each proposed memorial / monument. The Panel's recommendation will be presented to the appropriate Commission at its regular monthly meeting. Following this meeting, staff will notify the donor and the recipient departments of the acceptance or rejection of the donation.

12. DE-ACCESSION POLICY

Donations will be reviewed on a regular basis and de-accessioned if necessary. De-accessioning is a procedure for the withdrawal from public exhibition for an indefinite duration through storage or loan, or on a permanent basis through several methods of disposition available. Since memorials / monuments and other objects are acquired through a thorough review process by impartial peer panels, de-accessioning should be considered only after ten years have elapsed from the date of installation, unless there is an urgent need to re-evaluate. De-accessioning should be cautiously applied only after a careful and impartial evaluation of the memorial / monument and its current relevance to the community. Notification should be given to the original donors if they can be found.

The Panel may consider de-accessioning for one or more of the following reasons:

- a. The condition or security of the memorial or monument cannot be reasonably guaranteed in its present location.

- b. The memorial or monument has been damaged and repair is impractical or unfeasible, or the cost of repair or renovation is excessive in relation to the original cost of the work.
- c. The memorial or monument endangers public safety.
- d. Significant changes in the use, character or actual design of the site require a re-evaluation of the relationship of work to the site.
- e. The memorial or monument requires excessive maintenance or has faults of design or workmanship.

Sequence of action to de-accession:

1. The Panel prepares a report which indicates:
 - An analysis of the reasons for de-accessioning.
 - Options for storage or disposition of the work.
 - Appraised value of the work, if obtainable.
2. A recommendation for action is sent to the appropriate Commission.

Worksheet for Prospective Donors of Memorials / Monuments To The City of Gainesville / Alachua County

Many gifts are offered to the City and County, but only a few can be accepted. The Memorials and Monuments Panel is charged with the responsibility of reviewing all donations of memorials or monuments to the City / County. After review, the Panel makes a recommendation to the City or County to accept the donation, decline the donation, or table the offer until further information is available. To make sure your offer is reviewed the first time through, please submit the following to the Memorials and Monuments Panel:

1. **The actual memorial or monument**, if feasible.
2. A cover letter explaining that you are offering this to the City / County as a gift, and why the memorial or monument is significant to the general public.
3. A current appraisal of the memorial or monument's value.
4. Memorials and monuments submitted for consideration should be in good condition. If conservation work is required, this may be a reason for discussion with the donor. (Work may not be accepted if the panel judges that the work may require immediate and/or expensive conservation.)