

Art and Artifact Collection Policy

I. Creation of the Art Collection Committee

A committee shall be named by the president to oversee accession, deaccession, use, maintenance, conservation, insurance and security of works of art and to make recommendations to the president and the Board of Trustees regarding these matters.

- The chair of the Art Collection Committee shall be a trustee.
- The committee shall include another trustee, the chair of the Art and Art History Department, the Art and Artifact Collection Curator, the Vice President for Development and Alumnae/i Affairs, a member of the art community with significant professional experience in art management, collections or exhibitions, and one other member of the faculty, alumnae/i, or the art community who is knowledgeable regarding the intrinsic and market value of art.
- Legal counsel shall serve on the committee in a consultative (non-voting) role.

The Committee shall act by majority vote and shall provide its recommendations to the Board in writing, noting the position of each member if consensus is not reached.

II. Definition of Art Collection

The Goucher College art and artifact collection is the collection of works of fine art and decorative art, including two-dimensional and three-dimensional art objects, artifacts, and miscellaneous objects of value, which are owned by the college and are housed in buildings or on the campus grounds of Goucher College, or are loaned by the college to other institutions.

III. General Guidelines

- A. The purpose of an accession and deaccession policy is to determine which objects are appropriate to maintain in the college's art collection. Special care must be exercised in considering whether artwork reflects the goals and purposes of the existing collection.
- B. No final accession or deaccession action, or decision to reject a proposed accession or deaccession under this policy shall be undertaken by the Board of Trustees without first obtaining the recommendation of the Art Collection Committee. The recommendation of the Committee shall be advisory and shall not be binding on the Board.

- C. All proposed accessions and deaccessions or decisions to reject proposed accessions or deaccessions shall be subject to Board approval, except for accessions or deaccessions of items with a value less than \$ 10,000.
- D. Recommendations from the committee and final actions of the Board must be documented in writing.
- E. The Art and Artifact Curator will implement accession or deaccession procedures after approval by the Board of Trustees.
- F. Records and documentation of the objects in the collection or under consideration by the committee will use an Object Identification Form, prepared by the Art and Artifact Collection Curator containing, but not limited to the following:
- Artist's name
 - Date of the object's creation
 - Materials
 - Dimensions
 - Name of the donor
 - Date of the gift
 - Provenance
 - Value
 - Source of the valuation
 - Provisions for insurance coverage and details
 - Location (within the college or on loan)
 - Photograph

These records shall be maintained by the Art and Artifact Collection Curator under consultation with the Art and Art History Department, with a copy to be retained in the Development Office.

- G. The Development Office will be responsible for coordinating all donor contacts, after consultation with the committee.
- H. Objects may be approved for acceptance by the committee for purposes of immediate disposition and without the condition that they be added to the college's permanent art collection. The procedures of the deaccession policy will be followed in disposing of gifts that are accepted with the expectation that they will be disposed of immediately.
- I. Except in extraordinary circumstances, title to all objects shall be acquired free and clear with no restrictions as to use, no requirements as to accession into or future deaccession from the college's art collection, and no other conditions set by the donor.

- J. The Board retains the authority to deaccession any object in the collection in extraordinary circumstances including, but not limited to, financial exigency. The Board shall consult with the Committee prior to deaccessioning an object under such circumstances.

IV. Donor Responsibilities

- A. The donor is responsible for obtaining an appraisal of the property by a qualified appraiser. Donors must complete IRS Form 8283 and all other required government documents.
- B. Prior to presentation to the Art Collection Committee, the donor must certify in writing that:
- no violations of state, local or federal law or treaty exist on the object;
 - no contractual or other donative commitments to other individuals, corporations or groups are attached to the object;
 - the object is neither the subject of, nor threatened with, litigation.

V. Art Accession Policy

- A. Criteria for the Accession of Art by Donation or Purchase
1. The quality of the work shall be in keeping with that of the current collection, and shall be considered in light of the national or international reputation of the maker or recognition of the object's assessed worth.
 2. The work shall
 - a. have an obvious use as a teaching tool;
 - b. be acquired with an intention to exhibit the work on campus; or
 - c. have a specific use in enhancing the college environment.
 3. The value of the work, and its worth to the college, shall be weighed in view of the need for its conservation, insurance, and security while on exhibit, and in light of current storage and conservation limitations. Conditions placed by the donor on deaccession shall also be considered.
- B. Art Accession Procedures
1. The object considered for acquisition by the committee (whether by purchase or donation) shall be seen in actuality by one or more members of the committee, accompanied by a completed Object Identification
 2. Form. If the work is identified to be of value through previous appraisal or auction sales, slides or high-resolution digital images may be substituted for visual inspection prior to consideration by the committee.
 3. The full committee will convene to vote on the acquisition, and the committee secretary will maintain a record of the vote. The committee

shall provide its recommendation to the Board in writing, including a record of the member votes. After a positive vote by a majority of the committee members and approval by the Board of Trustees, the procedure for acquisition begins, as follows:

- a. A Memorandum of Understanding (MOU) in the form specified in the Gift Acceptance Policy shall be drafted by the Development Office in consultation with the Art Collection Committee. If the understandings of that agreement are approved by the donor, the MOU shall be forwarded to the Vice President for Development and Alumnae/i Affairs for final approval and signature.
- b. The Art and Artifact Collection Curator shall:
 - (1) arrange with the donor for the object to be delivered to the art collection storage facility;
 - (2) complete the Object Registration Form, which will be checked for consistency and maintained with the original Object Identification Form;
 - (3) fill out a Condition Report and measure and photograph the work;
 - (4) give the acquisition a collection identification number and record the number on the actual object and on both forms;
 - (5) add the object's collection identification number and information listed on the Object Identification Form to the art collection inventory;
 - (6) report the accession to the Business Office so that the object can be added to the insurance list.
- c. The Object Registration Form shall be sent to the Development Office, and within 30 days, that office will issue a Deed of Gift to the donor, with one copy kept by the Development Office and a second copy sent to the Art and Artifact Collection Curator.

VI. Art Deaccession Policy

A. Criteria for Deaccessions

The criteria for determining whether an object in the college's collection shall be deaccessioned include, but are not limited to:

1. The object is no longer relevant or useful to the purposes and activities of the college;
2. The college is unable to preserve the object properly;

3. The object duplicates other objects in the collection;
4. The object's removal will provide the means for improving or strengthening the collection by providing funds to acquire objects of greater value to the collection or for maintenance of remaining items in the collection;
5. The object has deteriorated beyond usefulness or reasonable repair;
6. The object is requested for repatriation by aboriginal groups or foreign governments;
7. Significant works shall be deaccessioned only in extraordinary circumstances including, but not limited to, financial exigency.

B. Procedures for Deaccession

1. Relevant gift documents shall be reviewed by the committee prior to disposition. In the event of uncertainty over donor intentions, the opinion of the college counsel must be obtained.
2. When unrestricted objects are to be deaccessioned, donors or interested survivors should be notified as a courtesy before the recommendation is made to the Board of Trustees by the committee.
3. The committee may require consultation with external scholars, curators, conservators or other experts, if necessary.
4. The designation of expected net proceeds from the sale of deaccessioned works will be determined by the Board of Trustees, unless terms of the original gift specify differently. The Board shall generally consider designating a portion of the proceeds from each deaccession to strengthen the collection, either through the purchase of works of greater value to the collection or to maintain the remaining items in the collection, but is not required to designate proceeds for these purposes.
5. The full committee will convene to vote on the deaccession, and the committee secretary will maintain a record of the vote. The committee shall provide its recommendation to the Board in writing, including a record of the member votes. The recommendation of the Committee is advisory and shall not be binding on the Board. After approval by the Board of Trustees, the Art and Artifact Collection Curator shall arrange for deaccession, subject to the following criteria:
 - a. Public auction is the preferred method of deaccession, and the committee may designate an agent to act on its behalf. The committee recognizes that deaccession is a sensitive matter. Financial considerations must be balanced against the possibility of negative public relations as the college deaccessions works from the collection.
 - b. Members of college community are prohibited from acquiring deaccessioned objects except by public auction.

6. The Art and Artifact Collection Curator shall complete a written Deaccession Record which shall include the following information:
 - a. Date and method of deaccession;
 - b. Amount of proceeds, if any, from the deaccession;
 - c. The object identification number;
 - d. Photographic documentation of object;
 - e. The names and titles of persons (including all college personnel) involved in the deaccessioning process, including outside appraisers.

The Deaccession Record shall be maintained with the original Object Identification Form.

7. In the event that an object which is appraised for more than \$5,000 at the time of donation is sold within three years after the date of receipt, the college will file a Form 8282 with the IRS within 125 days of disposing of the object and provide the donor of a copy of that form.

VII. Loans of Art

A. Loans from the College to other entities:

1. Loan requests from borrowing institutions for works in the college art collection will be considered by the Art Collection Committee, in consultation with the institution that will be housing the object, and must be approved by the Board of Trustees if the work is valued at \$10,000 or more.
2. The committee shall consider the impact on the college's collection of a short or long term loan in determining whether to recommend the loan. The safety and preservation of the object proposed for loan are the primary criteria to be weighed in considering a loan request. An object must be in stable condition and able to withstand handling and transportation during a loan period. Borrowers must be able to meet Goucher's environmental, security and professional standards for the requested work to be lent.
3. The Director of Exhibitions/Art Collection Coordinator will record the value and condition of the object and take a photograph prior to each loan and upon return of the object. This information shall be stored with the Object Identification Form.
4. A loan contract will be drawn up by legal counsel. The loan agreement will include special loan requirements for the work such as light levels, climate specifications, handling restrictions, security levels, insurance coverage, and courier stipulations. The original loan contract will be maintained by legal counsel and a copy shall be maintained with the Object Identification Form.

5. The borrower shall be responsible for all costs related to the loan including an administrative loan fee to cover Goucher's costs and any expenses incurred in conserving, preparing, packing (including labor costs), crating, shipping and transporting the object.
 6. Goucher's Director of Business Services shall ensure that the borrower obtain adequate insurance coverage for the object that is comparable to that carried by Goucher. Borrowers will be required to insure objects from wall to wall. A certificate of insurance is required before the object will be released for shipment.
- B. Loans to the College from other entities.

Loans to the college are generally governed by the Art and Art History Department's Exhibitions Program and those procedures are not subject to this policy.

VIII. Display, maintenance, conservation, insurance, appraisal, security and pre-claim planning

- A. The Art and Artifact Collection Curator is charged with determining the necessary steps for the proper handling, documentation, exhibition, storage and security of all objects in the collection.
- B. All requests for the display of objects from the collection shall be submitted to the Art and Artifact Collection Curator, who shall submit such requests to the Committee for approval. In the event the Committee is not available to consider a request, the Chair of the Committee and the Chair of the Art and Art History Department, acting jointly in consultation with the art and artifact collection curator, may consider and approve a request on the Committee's behalf
- C. All art must be displayed, exhibited, handled and transported with reasonable security and in a manner that safeguards the life of the piece according to accepted professional standards.
- D. All accessions, deaccessions and loans of art objects shall be reported to the Business Office so that the objects can be reported to the college's insurer promptly.
- E. The Art and Artifact Collection Curator is responsible for ensuring that regular appraisals of the collection occur.
- F. The Art and Artifact Collection Curator is responsible for developing a pre-claim plan that shall identify outside restoration resources for various types of mediums and acceptable locations to store the collection in the event of an on-campus incident that threatens the collection.

IX. Coordination with Gift Acceptance Policy

Donations of objects to the college's art collection are subject generally to the principles and procedures set forth in the College's Gift Acceptance Policy, to which this Policy is an exhibit. Where the specific procedures outlined in this policy conflict with the provisions of the Gift Acceptance Policy, the provisions of this policy shall take precedence.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE BOARD OF TRUSTEES,
FEBRUARY, 2008