



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

**Office of the President**

**Approved By:** Richard R. Rush  
President

**Policy Number:** OP.01.005

**Effective Date:** 4/21/14

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## **Policy on Acquisition, Acceptance and Loans of Artwork, Antiquities and Artifacts**

### **PURPOSE:**

This policy establishes the guidelines for acquisition, acceptance, and loans of works of art, antiquities and artifacts for display and the University's permanent collections. Public art on the campus of California State University Channel Islands (CI) should expand and increase awareness of and sensitivity to the environment it creates and enrich the campus cultural environment. Objects acquired, accepted, and on loan should enhance the educational experience for students and reflect the Mission of the University.

### **BACKGROUND:**

CSU Executive Order 276; California Civil Code 987 & 989

### **POLICY:**

#### **Accountability:**

Objects are recommended for acquisition, acceptance, and loans by the Campus Acquisitions Committee (CAC), confirmed by the Physical Master Plan Committee (PMPC), approved by the President. The objects recommended for acquisition, donation or long-term loans will be accepted on behalf of the CI Foundation by the Director of Advancement Operations.

#### **Applicability:**

This policy applies to all acquisitions and acceptance of artwork, antiquities and artifacts from any source by Cal State Channel Islands that will be considered for the University's permanent collection, display in public spaces, or on loan to the University, including those of academic programs, the University Library, campus archives, University Advancement and those associated with capital projects. Exception: works of art displayed and/or on loan for regular art exhibitions held in Napa Hall, Topanga Hall and the Broome Library Gallery, coordinated by art program faculty.

#### **Definition(s):**

**Artwork:** Paintings, prints, sculptures, drawings and environmental installations including individual memorials. For temporary loans artwork also includes short-term site-specific installations--which might comprise interactive components such as artists' and /or audience's participation in the completion of the work.

**Antiquities:** Objects or relics from ancient times.



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Artifacts: Objects/Documents of archeological or historical interest.

Object: Any work of art, antiquity or artifact.

Public Space: Any interior or exterior areas of the University open for visitors or students to enter during regular business hours. These areas include, though are not limited to, hallways and corridors, building lobbies, conference rooms, courtyards, the University library, and all other University open spaces or lands available for general traffic. Excluded from the public places for this policy are: the art designated areas Napa Hall, Topanga Hall and the Broome Library Art Gallery, all classrooms, and faculty offices.

### **Text:**

It is the policy of California State University Channel Islands (CI) that the artwork, antiquities and artifacts for display in public spaces, for acquisition/acceptance into the University's permanent collection or for loan to the University for a period of more than one academic year/10 months will be based upon the assessment of specified criteria as determined by CI and the CSU Chancellor's Office and specified in the procedure section of this policy. The authority to commission works on behalf of CI and/or the CI Foundation resides solely with the University President.

Objects may be added to the University's permanent collection by means of gifts, commissions, bequests, purchases, exchange or any other transaction in which titles of objects pass to CI or the CI Foundation. All objects acquired by the CI Foundation shall become sole property of the CSUCI Foundation and shall not be encumbered or restricted. The CI Foundation reserves the right to sell or otherwise deaccess artwork in accordance with the deaccession guidelines established in the Procedures for Acquisition, Loans to the University, and Deaccession. The CI Foundation reserves the right to transfer title of objects to CI as appropriate. Objects donated to the Foundation with intent to sell shall be retained by the CI Foundation until sold. Objects on loan to the University for short-term exhibition, 1 Academic Year/10 months or less, shall be accepted according to the guidelines outlined in the Procedures for Acquisition, Loans to the University, and Deaccession.

Storage and Display. The storage for the artworks accepted for acquisition, donation and long-term loans will be determined on a case-by-case basis. Information about storage and/or display will be included in



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the acquisition /loan agreement between the University and the owner /donor. The procedure for the display of the artworks is outlined in the Procedures for Acquisitions and Loans.

All objects in the University's collection must remain in their rightful position on campus. Exceptions may be made for use of objects for sanctioned University activities with the written approval of the Chair of the CAC, the Director of Advancement Operations (if property of the CI Foundation), and the President.

### **EXHIBIT(S):**

[Procedures for Acquisition, Loans to the University, and Deaccession](#)

[Artwork, Antiquities and Artifacts Proposal and Acquisition/Acceptance Form](#)