

Procedures for Acquisition, Acceptance, and Loans To the University, and Deaccession

In accordance with the Policy on Acquisition, Acceptance, and Loans of Artwork, Antiquities and Artifacts:

Acquisition

Donations of artwork, antiquities or artifacts must be made in accordance with the California State University Channel Islands (CI) Foundation's Deed of Gift Policy. Donors should submit a completed Proposal for Donating Artwork, Antiquities or Artifacts with all appropriate attachments to CI's Advancement Office. In most cases, the donor will be notified of the University's decision within 6 months of the date the proposal was submitted.

- A. The University will establish a Campus Acquisitions Committee (CAC) appointed by the President whose main responsibility will be to assess whether or not an object should be accepted by the University and to maintain inventory of objects in the collection or on loan to the University. The Committee will consist of the following individuals:

1. Art Program Chair or Designee (position specific)
2. Campus Planner (position specific)
3. Manager of Design Services (position specific)
4. University Archivist (position specific)
5. Director of Risk Management (position specific)
6. Faculty Member
7. Community Member
8. Student
9. *Ex-Officio*: CI Foundation Representative

The student representative shall be recommended by the Student Government President and Vice President for Student Affairs and will serve a term of one academic year. Non-position specific members will serve rotating terms of two years. The Committee chair will be designated by the President. The Committee shall meet regularly, or as needed as determined by the chair, to assess all proposals that have been submitted since the previous meeting.

- B. The CAC will assess objects proposed for acquisition/acceptance on the following criteria:
1. Priority Subset #1
 - a. artistic merit
 - b. educational value
 - c. condition of the object
 - d. history and reputation of the artist
 - e. awards, recognition and significant public collections associated with the work
 - f. architectural or artistic significance to the overall campus design

2. Priority Subset #2

- a. subject or theme directed at long-term public acceptance
- b. Lawfulness including adherence to international and national laws and determination of potential restrictions or encumbrances by intellectual property rights such as copyright, patent, trademark, or trade secret.
- c. title and/or valid documentation of ownership
- d. insurance requirements
- e. determination of an appropriate campus location by the CAC and its relevance to the Campus Master Plan
- f. adherence to fire codes and structural safety
- g. ability to provide security for the work
- h. availability of appropriate storage facilities (if applicable)
- i. long-term care and preservation requirements
- j. installation and maintenance needs
- k. identified funding sources for immediate and long-term needs

In most cases, intellectual property rights should be donated to the University along with the object. Exceptions may be made on a case by case basis. Requests for exceptions must be submitted along with the proposal.

Additionally, the CAC may recommend that acceptance of an object is contingent upon the donation of additional funds for installation and/or storage, maintenance needs and/or long-term care and preservation as required by California Civil Code 987. The CAC, in conjunction with the CI Advancement Office, may suggest as a condition of acceptance that the donor establish an endowment fund for the object or that the University establish an endowment fund to benefit campus collections in their entirety.

C. Approval Procedure

1. The prospective donor should initially contact the Advancement Office and submit a Proposal for Donating Artwork, Antiquities or Artifacts to the Director of Advancement Operations.
 - a. The proposal must be submitted via the official Proposal for Donating Artwork, Antiquities or Artifacts form. The form shall include known information pertinent to all criteria, text for the accompanying plaque, and a portfolio containing information about the object and artist, renderings and/or photographs of the object, and, when available, a statement by the artist as to his/her intent in creating the object.
2. The Director of Advancement Operations reviews the proposal and submits it to the CAC.
3. The CAC assesses the proposal based on the criteria outlined in this policy.
 - a. The CAC shall first assess the proposal for priority subset #1 and will move forward to priority subset #2 based on a majority vote. The CAC

shall consult appropriate campus parties on campus, the faculty, program Chairs/ AVPs, administrators and staff working/teaching in the building(s) where the works are to be displayed, and whose activities might be impacted by the display(s) as necessary to make accurate and valid assessments of all criteria.

- b. The CAC will work in conjunction with the Director of Advancement Operations who will act as the liaison between the University and the donor to gather further information, discuss additional funding, draft a donor agreement if necessary, and inform the donor of the final decision of the University.
4. The CAC submits the proposal along with their recommendation to the Physical Master Plan Committee (PMPC) who then confirms the feasibility of criteria e-j of priority subset #2.
5. Upon the recommendations of the CAC and PMPC, the proposal is sent to the President for final approval and then forwarded to the CI Foundation for acceptance of the object(s).

D. Plaques

1. Plaques shall be uniform in size, style and font type in accordance with the Campus Master Plan.
2. Text for the accompanying plaque must be included in the proposal. All publicly displayed works should be accompanied with a plaque stating the artist and title of the work and may, at the donor's request, include additional language.

All original documentation related to the acquisition/acceptance of an object will be retained by the CI Foundation.

Loans to the University

The University may consider housing objects on loan. Objects on loan for purposes of short-term exhibition, one academic year/10 months or less, shall submit a short-term loan form to the CAC chair for approval. All short-term loans to be housed outside of designated department areas galleries specifically: Napa Hall, Topanga Hall and the Broome Library Gallery must be approved. All loans of student and faculty art shall be the responsibility of the CAC; requests for student and faculty art loans should be submitted directly to the CAC. Objects on loan for a term longer than one academic year/10 months shall abide by the same process as that of acquisitions in addition to the following:

- E. Faculty, Programs, Administrative unit(s), CI staff, community member(s) or institution(s)/ association(s) submitting the loan request shall assume full responsibility for the object(s) for the duration of the loan contract.

- F. Faculty, Programs, Administrative unit(s), CI staff, community member(s) or institution(s)/ association(s) submitting the request must have an appropriate loan agreement and /or contract with the owner (individual or institution) of the work and/or the artist(s) whose works are to be displayed. The loan agreement and/or contract must be submitted to the CAC with the request. If a loan agreement or contract is not required due to special circumstances (for example, art by CI faculty or students, owned by CI) a short statement explaining the situation will suffice.
- G. The loan contract shall be agreed upon by all parties, including the CAC and the owner.
- H. The loan request must be made at least six weeks prior to the exhibition/ event.
- I. A condition report shall be submitted to the CAC by the borrowing department prior to and at the conclusion of each loan.
- J. The specific location/display of works accepted for either short or long term loan, including works by CI students and faculty must be approved by the CAC. The CAC must be notified of intent to move an object on loan to a new location or to return the object to the owner if the move or return is other than what was specified in the previously agreed upon contract.
- K. The individuals, administrative units and/or the institutions/ associations submitting the loan request will be responsible for all expenses required for installation and removal. If other arrangements have been made, a short statement should be submitted to the CAC explaining the situation.
- L. Long-Term Loans
 - 1. Criteria for long-term loans shall abide by the same process as that of acquisitions/donations, in addition to the following:
 - a. The CAC shall consult with appropriate parties on campus, the faculty, program Chairs/ AVPs, administrators and staff working/teaching in the building(s) where the works are to be displayed, and whose activities might be impacted by the display(s).
 - 2. Approval for long-term loans shall abide by the same process as that of acquisitions/donations
 - a. The CAC submits the proposal along with its recommendation to the Physical Master Plan Committee (PMPC) who then confirms the feasibility of criteria e-j of priority subset #2.
 - b. Upon the recommendations of the CAC and PMPC, the proposal is sent to the President for final approval and then forwarded to the

Director of Advancement Operations for acceptance of the object(s) and the Chair of the CAC.

M. Short-Term Loans

1. The criteria shall be the same as for donations section B subset # 1 and subset#2.
 - a. The CAC shall consult with the Faculty, program Chairs/ AVPs and faculty, administrators and staff working/teaching in the building(s) where the works are to be displayed, and whose activities might be impacted by the display(s).
 - b. The CAC will assess the feasibility of the location and its relevancy to the Campus Master plan.
2. Approval Procedures for short-term loans:
 - a. The CAC recommends the project based on a majority vote. The CAC will review and respond to a short-term loan request within 4-5 weeks.
 - b. The CAC submits the proposal along with the recommendation to the Physical Master Plan Committee (PMPC) who then confirms the feasibility of criteria e-j of priority subset #2
 - c. Upon the recommendations of the CAC and PMPC, the proposal is sent to the President for final approval and then forwarded to the CAC.
3. Short-term loans may be extended to long-term loans if the CAC is notified at least 4 weeks prior to the short-term loan ending date and the process is then followed for acceptance of long-term loans.

Deaccession

On rare occasions, the removal of an object from the University's collection may be warranted. A request for deaccession involves careful consideration of public opinion and professional judgment to ensure that the integrity of the object, artist and public is respected.

The University's collections shall be periodically reviewed by the CAC. Maintenance assessments and recommendations may be submitted by appropriate parties to the CAC for consideration and, in the event that circumstances warrant, a written request may be submitted to the CAC for review for deaccession of an object or the CAC may initiate a review for deaccession of an object. A request for assessment or review not initiated by the CAC may be submitted by staff, faculty, artist, donor, or an outside party with interest in the disposition of the object.

- N. A request for review for deaccession should include the following:
1. The reason deaccession is requested.
 2. The estimated current value of the object.
 3. The acquisition method and cost.

4. Written evaluation from a disinterested and qualified professional such as an engineer, conservator, architect, safety expert, or art historian.
5. Photographs indicating the status of the object.
6. The contract with the artist or any other relevant agreement.
7. Written recommendations of other concerned parties, including staff, faculty, the artist, donor, or an outside party with interest in the disposition of the object.
8. Any articles regarding the object or evidence of public debate or written correspondence concerning the object.

O. The following reasons may be cause for deaccession of an object from the University's collections:

1. The condition or security of the object cannot be reasonably guaranteed.
2. The object requires excessive maintenance or has faults of design or workmanship and repair or remedy is impractical or unfeasible.
3. The object has been damaged and repair is impractical or unfeasible.
4. The object endangers public safety.
5. Significant changes in the use, character or design of the site have occurred, which affect the integrity of the object.
6. Significant adverse public reaction over an extended period of time.
7. The artistic merit and/or educational value of the object is called into question
8. The CAC wishes to replace the object with a more appropriate work by the same artist.
9. A written request from the artist has been received.

P. Review of the Request for Deaccession

1. In the case of deaccessioning objects by living artists, an attempt should be made to inform them of this intention, and the possibility of an exchange of the object with the artist will be explored.
2. The CAC shall recommend to the President reasonable measures to address the concerns outlined in the request for review for deaccession.
3. If the CAC determines that reasonable efforts have been made to resolve the concern which prompted the review and that these efforts have failed to resolve the concerns, then the object may be removed from CI's collection with the approval of the President. Consideration will be given to any special conditions attached to objects acquired through bequest, donation or as part of a larger collection.

Q. The following courses of action in order of priority may be followed if an object must be removed from CI's collection:

1. Objects acquired by donation should be offered in the first instance to the donor. If the object intended for deaccession was obtained subject to restrictions which are inconsistent with deaccession, and if the donor is still living, every attempt shall be made to obtain from the donors a written waiver

and consent to its deaccession. If the donor is no longer living, every attempt will be made to contact the heirs or the estate to receive such a waiver.

2. Relocation for public display. If the object was created for a specific site, relocation must be to a new site consistent with the artist's intention. The relocation shall be funded through private donations.
 3. Removal from the collection by sale, extended loan, trade or donation. At least two independent professional appraisals of the fair market value of the object are received to inform further decisions at this point. If possible, the artist should be given first option on purchase.
- R. The Advancement Office shall retain for the University all records of the deaccessioned object including the original proposal, portfolio, approval documents, maintenance records, deaccession request and approval, etc.
- S. Proceeds from the sale of a deaccessioned object shall be used in the manner best seen fit by the University.