

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

In accordance with UA.02.001, the Policy on Acquisition, Acceptance, and Loans of Artwork, Antiquities and Artifacts:

Acquisition

Donations of artwork, antiquities, artifacts, or archival materials 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, Artifacts and Archival Materials 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.

Purchases of artwork, antiquities, artifacts, or archival materials must be made in accordance with applicable university purchase procedures.

A. The University will establish a Campus Acquisitions Committee (CAC) appointed by the Vice President for University Advancement. The committee's main responsibilities will be to assess whether an object should be accepted by the University and to oversee 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. Campus Curator (position specific)*
4. Library Program Chair or Designee (position specific)
5. Director of Special Projects for Business and Financial Affairs (position specific)
6. At-Large Faculty Member
7. Student
8. CI Foundation Representative
9. *Ex officio* Vice President for University Advancement

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 Vice President for University Advancement. 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.

*As of the drafting of this document, such position does not exist. It is included here in anticipation of development of such a position in the future.

B. The CAC will assess objects proposed for acquisition on the following criteria:

1. Priority Subset #1
 - a. artistic merit
 - b. educational value
 - c. physical condition and preservation requirements
 - d. historical and cultural significance of creator/object

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- e. architectural, artistic, or intellectual significance to the campus
 - f. ability to legally acquire, study, and display object
2. Priority Subset #2
- a. title and/or valid documentation of ownership
 - b. insurance requirements
 - c. determination of an appropriate campus location
 - d. relevance of object to Campus Master Plan (if applicable)
 - e. adherence to fire codes and structural safety
 - f. ability to provide security for the work
 - g. availability of appropriate storage or display facilities
 - h. installation and maintenance needs
 - i. 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 University Advancement and submit a Proposal for Donating Artwork, Antiquities or Artifacts to the Vice President for University Advancement.
 - 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, proposed text for accompanying plaque or display label (if applicable), and a portfolio containing information about the object and artist, provenance, 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. University Advancement 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, including the Physical Master Plan Committee (PMPC) if applicable, as necessary to make accurate and valid assessments of all criteria.
 - b. The CAC will work in conjunction with the Vice President for University Advancement (VPUA) who will act as the liaison between the University and the donor to gather further information, discuss additional funding, and draft a donor agreement if necessary.
4. Upon the recommendation of the CAC and University Advancement, the proposal is sent to the President for final approval and then forwarded to the CI Foundation for acceptance of the object(s). The VPUA shall inform the donor of the final decision of the University.

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D. Plaques or Display Labels

1. Plaques and display labels shall be in a format appropriate to the piece, location, and structure, and responsive to the Campus Master Plan.
2. Draft text for the accompanying plaque or display labels should be included in the proposal. All publicly displayed works should be accompanied with a plaque or display label stating the artist and title of the work and may, at the donor's request or determination of the CAC or Campus Curator, include additional language.

All original documentation related to the acquisition/acceptance of an object will be retained by the CI Foundation, and shared with CAC, Campus Curator, and other parties as needed to ensure proper cataloguing, display, and care of objects governed by these procedures.

Loans to the University

The University may consider housing objects on loan.

E. General Loan Procedures

1. Faculty, Program(s), 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.

Those submitting the loan request are advised to determine whether the objects proposed for loan would be covered under existing University insurance, or whether additional insurance is needed or desirable.

2. Faculty, Program(s), 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 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 a short statement explaining the situation will suffice.
3. The loan contract shall indicate whether the loan is intended to be of a long-term or a short-term nature.
 - a. Long-Term Loans
 - i. Objects on loan for a term longer than one calendar year are considered long-term loans.
 - ii. Objects proposed for long-term loan shall be evaluated under the same criteria as acquisitions, as indicated by Priority Subsets #1 and #2
 - iii. As objects on loan are typically intended for immediate installation and display, the loan proposal shall indicate clearly the display location and any special requirements for display, together with evidence of consultation with and approval by any relevant parties demonstrated by letters of support, and evidence of ability to meet the terms and requirements of the display
 - b. Short-Term Loans
 - i. Objects on loan for a term of one calendar year or less are considered short-term loans
 - ii. Objects proposed for long-term loan shall be evaluated under the same criteria as acquisitions, as indicated by Priority Subsets #1 and #2
 - iii. As objects on loan are typically intended for immediate installation and display, the loan

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proposal shall indicate clearly the display location and any special requirements for display, together with evidence of consultation with and approval by any relevant parties demonstrated by letters of support, and evidence of ability to meet the terms and requirements of the display

- iv. Short-term loans may be converted to long-term loans
 - a. Requests for conversion must be submitted to the CAC at least six weeks prior to the short-term loan ending date
 - b. The request will be considered according to the process for long-term loans
 - c. Proposers are responsible for submitting any additional documentation or letters of support necessary for full consideration of the conversion request.
4. The loan contract shall be agreed upon by all parties, including the CAC and the owner.
5. The loan request, including supporting documentation, must be submitted at least six weeks prior to the exhibition/event.
6. A condition report shall be submitted to the CAC by the borrowing department prior to and at the conclusion of each loan. The report submitted prior to borrowing must be approved by the object's owner.
7. The specific location/display of works accepted for loan 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.
8. The individuals, administrative units and/or the institutions/ associations submitting the loan request will be responsible for all expenses required for installation, display, and removal. If other arrangements have been made, a short statement should be submitted to the CAC explaining the situation.

All original documentation related to the receipt on loan of an object will be retained by the CI Foundation, and shared with CAC, Campus Curator, and other parties as needed to ensure proper cataloguing, display, and care of objects governed by these procedures. A copy shall be retained by the entity submitting the loan request.

Deaccession

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

- F. 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, if any.
 4. Written evaluation from a disinterested and qualified professional such as an engineer, conservator, architect, art historian, or other relevant expert.
 5. Photographs indicating the status of the object.
 6. The contract with the object's donor, the contract with the artist, and any other relevant agreement.

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7. Written recommendations of other parties 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.
 9. Identification of the party making the request, relationship to the university, and acknowledgement of head of division (if applicable).
- G. The following reasons may be cause for deaccession of an object from the University's collections:
1. Possession of the object on the part of the University is deemed unlawful.
 2. The condition or security of the object cannot be reasonably guaranteed.
 3. The object requires excessive maintenance or has faults of design or workmanship and repair or remedy is impractical or unfeasible.
 4. The object has been damaged and repair is impractical or unfeasible.
 5. The object endangers public safety.
 6. Significant changes in the use, character or design of the site have occurred, which affect the integrity of the object.
 7. Significant adverse public reaction over an extended period of time.
 8. The artistic merit, educational value, or ethical possession of the object is called into question.
 9. The University wishes to replace the object with a more appropriate object of the same type or by the same artist.
 10. A written request from the artist has been received.
 11. Other relevant and valid considerations not listed above.
- H. Review of the Request for Deaccession
1. The CAC shall review the case made for deaccession of the object in a timely manner
 2. The CAC shall review the agreement governing acquisition or receipt of the object
 3. The CAC or other party shall notify the artist, donor, or other entities as required by the terms of that agreement
 4. Special cases:
 - a. In the case of objects by living artists, an attempt should be made to inform them of this intention, as appropriate
 - b. In the case of controversial objects:
 - i. The CAC shall recommend to the President reasonable measures to address the concerns outlined in the request for review for deaccession
 - ii. 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 considered for deaccession
 5. If the CAC determines that deaccession is warranted, then the object may be removed from CI's collection with the approval of the President
- I. The following courses of action in order of priority shall be followed if an object is approved by the President for removal from CI's collection:
1. Objects acquired through donation:
 - a. Objects acquired by donation should be offered in the first instance to the donor.
 - b. 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; or, if the donor is no longer living, every attempt will be made to contact the heirs or the estate to receive such a waiver.

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2. Removal from the collection by sale, extended loan, trade or donation:
 - a. At least two independent professional appraisals of the fair market value of the object shall be obtained to inform further decisions.
 - b. If possible, the artist should be given first option on purchase.

- J. The CI Foundation shall retain for all records of the deaccessioned object including the original proposal, portfolio, approval documents, maintenance records, deaccession request and approval, etc. These documents will be shared with CAC, Campus Curator, and other parties as needed.

- K. Proceeds from the sale of a deaccessioned object shall be used in the manner best seen fit by the University, pursuant to any special conditions established or identified during the deaccession process.