

Art and Artifacts Collection Policy

I. Policy Information

Policy Title: University of Illinois Springfield Art and Artifacts Collection Policy

Policy Owner: Office of Provost

Responsible Official: Vice Chancellor for Academic Affairs

Approved by: Chancellor with advice of Cabinet

Date Approved: 04/12/2022

Effective Date: 04/15/2022

Targeted Review Date: 1/14/2024

Contact: art@uis.edu

Related Policies:

UIS Library Collection Development Policy <https://library.uis.edu/about/policies/collection.html>

II. Scope

This Policy applies to the acquisition of works of art and historical and cultural artifacts, hereinafter referred to as objects and/or acquisitions, currently held or that will be acquired by UIS and/or the University of Illinois Foundation (UIF) by means of gifts, bequests, purchases, loans, or commissions.

This Policy does not apply to books, manuscripts, and other materials acquired by and held in Brookens Library's Archives and Special Collections Department. The future acquisitions of such materials shall be governed by the Library's Collection Development Policy.

This policy does not apply to materials acquired by the University Art in Architecture Committee, nor the State of Illinois Art in Architecture Committee.

III. Purpose

The purpose of this Policy is to ensure that works acquired by UIS and the University of Illinois Foundation on behalf of UIS are of high quality and inherent value and that prove complimentary to the enhancement of the educational environment and the [mission of the campus](#). That mission is to provide a uniquely student-centered educational experience both in and out of the classroom through active learning, meaningful research and impactful civic engagement that prepares graduates to contribute fully to society.

IV. Background

The University of Illinois Springfield (UIS) seeks to collect works of art and objects that exemplify the University's commitment to excellence in teaching, research, scholarship, creative accomplishment, and public service. The University of Illinois Springfield's Art and Artifacts

Collection exists to encourage an environment of life-long learning, enriching the cultural lives of members of campus, Springfield, and surrounding communities.

V. Policy Statement

To advance the purpose of this Policy, the University has established an Art and Acquisitions Committee.

A. Administrative Authority.

The Provost is assigned property control of all contents of the collection. Any fiscal resources needed in support of the collection must be requested through the Office of the Provost.

B. Charge of Committee.

The Committee assists the Provost by accepting full custodial and curatorial responsibility for the collection by engaging in the following:

- review proposed acquisitions,
- evaluate the artistic merit and compatibility of the object(s) with the educational environment and mission of the campus,
- make suggestions for placement of works in the collection,
- conduct stewardship review of acquired objects,
- maintain a current inventory of the collection, and
- evaluate and recommend objects for deaccession.

C. Composition of Committee.

The Art and Acquisitions Committee shall be comprised of representatives of the following:

- Division of Advancement (Co-chair)
- Director, Visual Arts Program (Co-chair)
- Dean, College of Liberal Arts and Sciences
- University Library/Archives
- Facilities and Services
- UIS Police
- Faculty Member(s)

Additional members to the Committee may be added at the discretion of the Provost.

D. Evaluation Criteria.

The UIS Art and Acquisitions Committee shall review all potential acquisitions using at least the following criteria:

- Relevancy to the educational mission of UIS;

- Condition, display, storage, and conservation requirements of the objects;
- Acceptability of conditions, limitations or other requests of the potential donor;
- Whether conflicts of interest may arise concerning the method of acquisition or objects themselves;
- Acceptability of any insurance or indemnification requirements or other risk allocation terms;
- The confirmation of title, value, and provenance by an independent appraiser, as defined by the internal revenue code; and
- The anticipated expenses (labor and materials) required to sustain, repair, and maintain the art or artifact.

E. Limitation on Commitments.

No university official is authorized to commit the university to permanently display an acquisition or retain ownership in perpetuity.

F. Property Interest.

The University will retain unrestricted property rights to all objects accepted into the UIS Art & Artifact Collection.

VI. Procedures

A. Acquisition.

Following the review of the criteria set forth in V.D above, the Art and Acquisitions Committee shall use its best efforts to render a decision within three months. Decisions shall be made by a majority vote, regarding the object's suitability for acceptance into the university's collection.

Upon approval, a deed conferring the gift must include a statement of transfer of legal title, and terms addressing copyright, trademark, literary rights as applicable, and the signature of donor. For donations considered a major or planned gift, the University of Illinois Foundation will provide counsel in the creation of an acceptable deed.

When art is acquired as part of the University's or State of Illinois' Art in Architecture programs, the following policies take precedent and will be followed:

- University's Art in Architecture Policy
- State of Illinois Art in Architecture Policy.

B. Inventory Procedure.

The committee is responsible for developing and maintaining a current inventory, providing reasonable care and security for items in the collection, and, as needed, consulting with the University of Illinois System Office of Risk Management if art and artifacts warrant insuring.

Office of Risk Management
University of Illinois System
247 Henry Administration Building, MC337
506 S. Wright St., Urbana, IL 61801
217-333-3113
https://www.treasury.uillinois.edu/risk_management

1. Objects accepted into the collection must be marked for identification and catalogued according to inventory procedures approved by the committee, taking into consideration the donor, donor contact information, and designated accession number, title, value, and provenance of the work.
2. Custodial/Curatorial Responsibility
 - a. Committee members representing the following units will provide advice and service to the committee as needed in the roles specified below:
 - Director, Visual Arts Program (curatorial advisor)
 - Facilities and Services (custodial and display advisor)
 - Police Department (security advisor)
3. Display of Art in Public Spaces Across UIS
 - a. UIS may administer a University-wide program whereby selected art may be available for display in individual employee office workspaces or offices for limited periods of time.
 - b. Artwork selected by employees for placement in their respective work areas will be limited to a period of possession not to exceed two (2) years.
 - c. Administrative and operational oversight of a program allowing art to be displayed in employee work areas will be under the direction of the Director of the UIS Visual Arts Program.

C. Loans.

1. Loans to the University
 - a. The Art and Acquisitions Committee does not play a role in securing or managing loans of art.
2. Loan Requests outside the University
 - a. Loan requests from other institutions or other entities not a part of the University of Illinois Springfield must be approved by the UIS Art and Acquisitions Committee, the Provost, and the Chancellor.

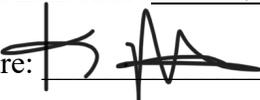
- b. A loan agreement and condition reports (prior to and after the loan period) will be conducted for each loan.
- c. All loan agreements will be reviewed by legal counsel prior to being sent to the Chancellor for approval.
- d. The Borrower will normally assume all insurance, conservation, repair, and packing, crating and shipping costs.

D. Deaccession.

1. The University shall retain the right to de-access objects in the UIS Art and Artifacts Collection in accordance with university policy, pending review and recommendation by the Art and Acquisitions Committee to the Chancellor's office.
2. Objects may be reviewed for deaccession upon careful consideration of, but not limited to, the following:
 - Relevancy to the mission of the University
 - Integrity and impact on the development of the collection
 - Conservation needs
 - Duplication
 - Forgeries, fakes, objects falsely identified or acquired improperly
 - Health and/or safety risks
3. Deaccessioned objects may be disposed of according to University policy as administered by University Property Accounting and Reporting.
4. Objects in the UIS collection and those deaccessioned will not be sold privately or given as gift to those affiliated with the university without careful attention to conflicts of interest.
5. Funds from the sale of deaccessioned works may not be used for university operating expenses. These funds must be used solely for collections expansion, deaccession, or maintenance.
6. For objects acquired by gift, UIS will use reasonable efforts to notify any living donor as a courtesy prior to completion of deaccession.

Date approval recommended by Chancellor's Cabinet: 04/12/2022

Date approved by Chancellor: 04/12/2022

Chancellor signature:  _____

Effective date: 04/15/2022