

Haverford College

Artwork Policies/Procedures **(revised 4/03/08)**

History

The development of this document was begun by an ad hoc committee in 2005 that consisted of the following administrators/faculty: Margaret Gindhart, Hilarie Johnston, Steve Kavanaugh, Bob Kieft, John Mosteller, Diana Peterson, Sam Williams and Willie Williams. A variety of policy and procedure issues were discussed. A summary of these was prepared and forwarded to the Art Collections Advisory Committee in the Fall of 2006 for their further review. This Committee then forwarded a revised document to the College Arts Council (CAC). In response, the Co-Chairs of the CAC (the Provost and the VP for Institutional Advancement) requested the Chair of the Art Collections Advisory Committee to undertake some further revisions of the document. The current document is the product of these requested revisions. This newly revised Art Policies and Procedures document was reviewed by the CAC in Spring of 2007 and was then forwarded to Senior Staff for final discussion and approval.

In conjunction with an external review of Haverford's arts program and facilities needs by arts consulting firm WolfBrown, this policy was reviewed and revised by the Haverford Arts Committee. One of the recommendations of the external review is the creation of a Center for Humanities and the Arts (CHA), which would serve a coordinating role in creating synergy among the curricular and co-curricular programs, projects and activities across arts disciplines and with other related academic pursuits. In the proposed structure, a Steering Committee would provide oversight of all CHA programs. This CHA Steering Committee could then assume the responsibilities of the previous College Arts Council for oversight of the Art Collections Management policy issues. Implementation of the Art Collections Management policies would continue to be the responsibility of the Curator, in consultation with the Art Collections Advisory Committee (ACAC).

Definitions

The policies and procedures detailed here relate to "works of art" offered to and acquired by Haverford College through gift or purchase. "Works of art" include objects (e.g. paintings, sculpture, photographs, textiles, decorative objects) made in any and all media.

Implementation and Review

The Policies and Procedures detailed here are the current, official policies and procedures relating to the acquisition, storage and display of art work that belongs to the College. It is understood that these policies and procedures are subject to possible future review and/or revision. The process of review and revision will be led by the College Curator in

consultation with the CHA Steering Committee. Until the Curator is appointed, the CHA Steering Committee and the Provost will appoint the appropriate group to undertake any necessary review and revision. In general, absent a Curator, the Curator's responsibilities will be assigned to the College Archivist or to the Art Collections Advisory Committee.

College Curator

The College Curator is the professional staff member at Haverford College who has primary responsibility over the College's art collections. The Curator is responsible for overseeing the cataloguing, display, conservation, transport and storage of the art collections. The Curator will report to the Executive Director of the CHA.

Art Collections Advisory Committee

This Committee serves the Curator of the College in an advisory capacity. The Curator, in consultation with the CHA Steering Committee, annually identifies the membership of the Art Collections Advisory Committee (ACAC). The Provost will Chair the ACAC. The Faculty Director of the CHA and a representative from the Office of Institutional Advancement will serve as ex-officio members. A specific Accessions Committee may be formed in the future; absent the presence of such a committee, the Arts Collections Advisory Committee serves as the College's Accessions Committee.

Acquisition Outreach

While any member of the Haverford Community is welcome to offer works of art to be considered for accession to the College Collection, the primary responsibility for the proactive identification and solicitation of gifts of art work rests with the professional Gift Officers working within the Office of Institutional Advancement. For this reason, the VP of Institutional Advancement maintains a close working relationship with the College Curator, who has the ultimate responsibility for evaluating whether works of art meet the College's criteria for accession. The VP also facilitates the training of all these Gift Officers so they are able to assess the personal collections of their varied prospects with a view to helping guide the College's understanding of what collecting opportunities may exist within the broader community of alumni and friends of Haverford College.

Acquisition Policy Statement

Haverford College welcomes gifts of art work that enhance the College's educational mission. In general, both the quality and educational value of proposed accessions will be given consideration in deciding whether to accept a gift. The educational value of such gifts will be gauged in relation to both the curricular priorities of the College and also to how such new art works could enhance the understanding and or appreciation of other objects already in the permanent collection.

The College Curator, in consultation with the Art Collections Advisory Committee, will be responsible for evaluating whether works of art meet the College's criteria for

accession. In making a recommendation, the Curator will consider his or her professional responses to the following questions:

1. Does the object/collection have some exceptional value?
2. Does it have a direct bearing on the curriculum (by virtue of subject matter, historical or geographical origin, etc)?
3. Does its history (who owned or collected it) bear a special relation to the College or the Quakers?
4. Does it complement our present collections in some important way?
5. Does it complement some prominent local collection, with which it might make important teaching or exhibition opportunity?
6. Do we have the resources or facilities to store and conserve the item(s) properly?

Acquisition Procedure

Works of art identified for possible accession to the College's Collection go through an established acquisition process. This process is as follows:

- The documentation of the work(s) under consideration [including photographs of the object(s) to be considered, along with an expert appraisal (see below)] are forwarded to the Curator and to the Chair of the Art Collections Advisory Committee. Absent the Curator, this same documentation is forwarded to the Chair of the Art Collections Advisory Committee.
- The Curator and the Chair of the Art Collections Advisory Committee reviews the work(s) under consideration and, if they have a positive opinion regarding its/their desirability, then the relevant documentation is shared with the entire Collections Committee (see below).
- The Art Collections Advisory Committee considers the merits of the object(s) and makes a written recommendation that is then forwarded to the Curator..
- The Curator, with the input from the Art Collections Advisory Committee, then makes a final recommendation to accept or decline the object which is forwarded to the VP for Institutional Advancement and the President.
- The President of the College has the final authority to accept or decline any gift of art work offered to the College.
- If the object(s) is accepted, then a ***Deed of Gift Form*** (see below) is prepared by/for the owner and copies of this form are put on file both within the Office of Institutional Advancement and within in the Office of the College Curator. Securing the preparation of the Deed of Gift Form will be the responsibility of the Gift Officer who has the primary relationship with the Donor.

Appraisal

A qualified appraisal is required for any donor of art work to the College to receive a tax deduction on their contribution. The College prefers that the prospective donor arrange and pay for the appraisal. However, if the donor does not provide the College with an appraisal, then the College will arrange for such an appraisal in order to determine the insurance coverage needed. Depending upon the nature of the art object being gifted to the College, the appraisal may need to specifically certify the authenticity of the object. It is also possible that the College may require research into the provenance of specific objects to document their history of legal ownership.

De-accession Policy and Procedure

Unless by prior agreement with a donor, the College maintains the legal right to de-access selected objects from its collection by sale, trade or re-gifting, in order to enhance the quality, scope and general integrity of the College's overall collection. The de-accessioning of any object will be undertaken in strict accordance with all current, relevant laws governing such actions. Proceeds from gifts of art, de-accessioned through sale, shall be used solely for the purpose of acquiring additional art that is more in line with the college's defined areas of concentration within its collection.

Assuming legal approval, the internal procedure by which art objects are de-accessioned from the College's Collection will generally follow the same steps followed for the procedure used when considering objects to be added to the Collection.

Insurance

The College self insures up to a total value of \$100,000. Items backed by an art appraisal and valued at more than \$5,000 are placed on the College's insurance schedule at \$.0445 per hundred dollars of value (e.g. a painting appraised at \$100,000 would cost \$44.50 to insure).

Cataloguing

The Curator is responsible for developing and maintaining professional records on all objects in the College's Collection. This work includes both maintaining relevant paper files and also the development and up-dating of an electronic database with digital images that provides faculty and students with easy access to the full scope of our Collection.

Display

Display of works of art from the College's Collection is encouraged. The Curator is responsible for identifying and developing opportunities to expose the College community and the general public to the art work in the College's Collection. The

Curator works with faculty and staff to mount exhibits that are aesthetically and pedagogically illuminating. In all cases, professional standards of display and security are maintained.

Conservation

The evaluation of the condition of objects in the College's Collection is the responsibility of the Curator. The Curator maintains a prioritized list of conservation issues and undertakes conservation work as needed and when resources for this purpose are available.

Transportation/Moving of objects on campus

Until such time as the College has individuals on staff trained to move art work, the College contracts with outside firms to provide the skilled labor necessary to move the objects in the Collection. This is true for moving objects both on or to and from campus to off-campus storage. The Curator is responsible for arranging all such moving contracts. Absent a Curator, the College Archivist (Diana Peterson) should be notified to supervise the removal of any work during renovations.

Storage

Appropriate storage space for the College's Collection will be identified, evaluated and maintained by the College Curator. Absent a Curator, the Art Collections Advisory Committee and the CAC will work with relevant College staff to identify, evaluate and maintain appropriate storage space.

Deed of Gift Form

Revised Deed of Gift Form is attached.



Haverford

Haverford College

Haverford, PA 19041

Deed of Gift

Date: _____ Name of Donor: _____

Address of Donor: _____

Telephone Number: _____ email: _____

Description:

Estimated Value: \$ _____

As sole and absolute owner(s) of the work(s) of art described above, I/we hereby irrevocably give to Haverford College all right, title, and interest to each of the works of art. I/we agree that the above work(s) of art will become part of the exclusive property of Haverford College and that the College may manage each work consistent with established professional standards, College art-management policy, and government regulations, with no restrictions on their use or disposition. I/we plan to do the following with the artwork described above (check one):

_____ Submit the artwork with this form at this time or

_____ Submit the form to Haverford and ship the artwork to Haverford on _____ (DATE)

Name, address, phone of shipper: _____

May we designate you as the donor in any publicity for exhibits, collection descriptions, either online or in printed form? Yes _____ No _____

Haverford College cannot, in its official capacity, give appraisals for the purpose of establishing tax deductible value of donated items.

Donor Signature

Date

Accepted by Haverford College:

Haverford College – Official and Title

Date