

# Art on Campus Policy and Procedures Draft (4/14/08)

## Revisions/additions in red type

Policy: Art

Authority: President's Office

Contact: Rick Williams, Art & Applied Design Division Chair

**Policy Statement:** Art work may be loaned, donated or purchased by the college to be displayed temporarily, on a rotating basis or permanently, at any Lane campus location. Works of art donated or purchased by the college shall be documented, maintained and stored appropriately, and repaired as necessary. Insurance coverage for owned and loaned work shall be provided subject to standard policy exclusions, limitations and conditions.

**Scope:** This policy applies to all art work owned by, loaned to, displayed or stored by the college **in established gallery spaces and common areas such as but not limited to building entryways and halls, meeting rooms, the cafeteria, and outdoor spaces.** Student art work in a juried exhibition is included in the scope of this policy; student art work displayed in association with a course is not included. **Artwork in division/department, personal office spaces or temporary art work displayed in classrooms is not within the scope of this policy.**

**Definition:** The College defines art as the creation of beautiful or thought-provoking works that include but is not limited to printmaking, drawing, book and paper art, painting, sculpture, ceramics textiles, photography, installation art, soundscapes, digital art and mixed media.

**Purpose:** The purpose of this policy is to:

- Maximize the visibility of art work on Lane campuses
- Ensure diversity of displayed art work
- Coordinate art displays
- Ensure that works of art are covered by insurance
- Create accurate records of ownership, deacquisition and art displays for archival purposes

### **Related Procedures:**

Art on Campus Committee – A committee shall be **appointed by the College President** and composed of between 7 and 12 members including faculty, classified, managers, **students** and the Lane Foundation Director or his/her designee with the goal of broad campus representation. The duties of this committee include but are not limited to:

- review and selection of works of art
- review and recommendation of art deacquisitions

- recommendation of appropriate placement of art on campus
- review and approval of temporary art exhibits
- consultation with Facilities staff as needed related to the placement, repair, maintenance and storage of works of art
- encourage and support the display and acquisition of student art work and ensure opportunities for student participation in competitions and exhibitions.

The Art on Campus Committee shall review works of art offered to the campus and recommend acceptance or rejection. The Art on Campus Committee has final approval and acceptance of recommended art acquisitions. The Foundation Director, in consultation with the Art on Campus committee or its designee and other appropriate staff, shall negotiate and execute appropriate contracts to acquire each approved work of art with the goal of acquiring work that is unrestricted and may be used by the college at its discretion and without limitations.

Placement Criteria – Works of art must be located in areas that are accessible and visible to the college community and visitors to the campuses. The placement of work should be done in consultation with Facilities Department staff and the ADA committee and must also take into account the location of the site, environmental conditions, maintenance requirements, quality, security of the art and, in the case of a commission, whether the artist can complete the work within the strictures of a contractually established timetable, budget and other considerations. The site for the work must comply with all ADA and safety regulations as well as applicable regulatory codes adhered to by the college. Aesthetics of safety barriers for art work should be considered. **Concerns or complaints about placement of artwork will be addressed through established complaint procedures delineated in COPPS.**

Ownership, Relocation, and Deacquisition– The goal of art acquisitions is for the ownership of works of art to be vested in the college with the understanding that the college may relocate, sell, or transfer ownership. Although the College prefers to own art work, exceptions may be made. Acquisition of art work that stipulates conditions on ownership must be first approved by the Art on Campus Committee and then must be specified in donation/gift agreements. A master list of all art work owned by the college will be maintained by Archives.

Repair, Maintenance and Storage – The Art on Campus committee will review and recommend appropriate maintenance, repair, or storage of art work in consultation with Facilities Department staff.

Temporary Artwork – Temporary art displays at the Lane Community College Art Gallery are the responsibility of the Art Department and may be scheduled and mounted to meet the academic needs of the art programs. All other temporary art work or collection displays including those in the David Joyce Gallery in the Center for Meeting and Learning, must be sponsored by an entity on campus such as a department, division, program, and student and/or staff group. A contact person from the sponsoring entity will consult with the Art on Campus committee by attending a committee meeting at the conceptual stage of the display. A loan agreement or contract will be created and signed by both a college representative (usually the sponsoring entity) and the lender for all art work that is loaned to the College for temporary display. The sponsoring entity is responsible for creating an inventory of loaned art work and its associated value and for the return of the work to the lender at the end of the loan period.

Loan Agreement and Insurance – The value of the object loaned shall be provided at the time of creation and signing of the loan agreement to assist with the valuation of the object in the event of loss or damage covered by the College's insurance policy.

The Lane Community College insurance policy provides coverage for the college's legal liability for artists' personal property in the college's custody, subject to the policy's standard exclusions, limitations and conditions. This coverage will apply while the object is at the LCC Art Gallery and other display locations, but will not apply to any damage occurring during transportation of the object, which is the responsibility of the lender. In the event of an insurance claim, the insurance deductible is to be paid by the lender. Lenders are strongly encouraged to have their own insurance coverage that will apply to their personal property while it is on display. Lenders are also encouraged to digitally document and retain records of objects loaned to the College.