

**MINUTES  
LONG-RANGE PLANNING COMMITTEE**

**UNIVERSITY OF SOUTHERN INDIANA  
BOARD OF TRUSTEES**

**September 9, 1999**

The University of Southern Indiana Board of Trustees Long-Range Planning Committee met on Thursday, September 9, 1999, at 12:30 p.m. in the University Suite of the University Center. Present were Trustees Bruce Baker, Louise Bruce, and Ryan Helzerman. Also attending were Vice President for Advancement Sherrienne Standley, Vice President for Student Affairs John Byrd, and Vice President for Academic Affairs Robert Reid.

There being a quorum present, Mr. Baker called the meeting to order at 12:30 p.m.

The committee reviewed the Art Collection Accessions, Deaccessions, Loans Policy. After discussion, it was recommended that a footnote be added listing the reference books containing the professional standards referred to on page 2, item 4 of the policy. On a motion by Mr. Helzerman, seconded by Mrs. Bruce, the committee voted to recommend approval by the full Board of the Art Collection Accessions, Deaccessions, Loans Policy with the additional footnote listing reference books containing the professional standards referred to on page 2, item 4.

Dean of the School of Liberal Arts James Blevins reported the faculty is energized by the new Liberal Arts facility. He reported on the Master of Liberal Studies program, the possibility of the University acquiring from ISU the Master of Public Administration, progress made by the Communications department toward achieving accreditation, and the new Performing Arts Center.

There being no further business, the meeting was adjourned at 1:50 p.m.

# **UNIVERSITY OF SOUTHERN INDIANA** **ACCESSIONS, DEACCESSIONS, LOANS POLICY**

## **INTRODUCTION**

The University Art Collection Committee, formed in 1996, was charged with the development and implementation of a policy regarding works of art received from alumni and friends of this institution. The Committee's responsibility is to oversee the selection, placement and maintenance of the works of the USI Permanent Art Collection, and to work in conjunction with the staff of New Harmony Gallery of Contemporary Art who has catalogued and maintained the collection since 1988.

The primary function and aim of the USI Permanent Art Collection is education. While the needs and interests of the students, faculty and staff of the University are of prime importance, the Collection should also serve to educate the region's citizens. This is in accordance with the University's mission to "support the cultural awareness of southwestern Indiana."

Objects of aesthetic expression such as paintings, drawings, prints, fine art photography, and sculpture as well as well as fine craft items such as ceramics, glass, metalsmithing, and textiles fall within the definition of what constitutes the Permanent Art Collection. Neither time period nor geography are limitations to the art works appropriate for inclusion in the Collection.

Future additions to the University Art Collection will be based upon the ability of the University, under the direction of the University Art Collection Committee, to properly maintain and exhibit, when appropriate, the works of art, given limited exhibition and storage space. In order to maintain the integrity of the Collection and its educational mission, all additions to the Collection are to be restricted to works of high aesthetic merit.

The purview of the University Art Collection Committee is limited to works of art. It is acknowledged that the University owns and maintains other collections such as Historic New Harmony's collection of documents and artifacts, special document collections in the David L. Rice Library archives, archeological collections and scientific collections held by various departments within the Schools. The polices of the Art Collection have no jurisdiction over other collections.

## **A. STATEMENT OF PRINCIPLES**

The following principles apply to accessions and loans of works of art as defined in the introduction and to deaccessions (permanent removal of objects from the University's collection):

1. The University subscribes to a policy of selective acquisition. Because of space and monetary limitations, it is neither feasible nor ethical for the University to allow indiscriminate growth of its art collection.
2. The stature of the University depends more upon the quality of the objects it acquires and owns than on the historical completeness of its collections. A prospective addition to the collection, therefore, should be judged on aesthetic quality and whether it defines a master, period, school, or style. The goal of any accession should be excellence, not merely the historical range or size of the collection.
3. Objects in the collection should be relevant to and consistent with the purposes and activities of the University, as defined or redefined from time to time by the University Art Collection Committee.
4. Objects in the collection should be properly stored, protected, preserved and used under conditions that ensure their availability for future generations and that are in keeping with recognized professional standards.
5. It is intended that the objects acquired shall remain in the collection as long as they retain their physical integrity, their authenticity, and their relevance for the purposes of the University.
6. A work of art should not be deaccessioned without careful and thorough consideration of the principles described in this policy. Deaccessioning should never be done solely on the grounds of taste; rather, it should occur when (a) a work loses its relevance to the University's purposes and activities; (b) a work loses its physical integrity (e.g., damaged or altered beyond repair); (c) a work is replaced with a new acquisition providing the opportunity to improve the collection; or (d) a work is shown to be a forgery or of doubtful authenticity.
7. In general, there should be no short-range or speculative acquisitions, by purchase or gift, for the purposes of sale.
8. The University will not accept or acquire any object with knowledge that the object was illegally imported into the United States. An object which was recovered from a collecting site, cultural monument, or human burial place shall not be accepted or

Donors wishing to further the objectives of the University through cash gifts will normally be encouraged to make such gifts through the University Foundation. Gifts of art objects for the University collection should generally be made directly to the University for the benefit of the University. If the University Foundation receives gifts of art objects for the University collection, it shall transfer such ownership of such objects to the University unless prohibited from doing so by the conditions attached to the gift or by other legal impediment. All gifts of art work received from the Foundation must first meet approval by the Art Collection Committee.

All gifts of art objects for the University collection shall be subject to the "Foundation In-Kind Gift Form (Appendix A)," accepted and adopted by the University Foundation and the University Alumni and Development Office. In those instances where the donor is required to obtain an independent written appraisal for tax purposes, the "Donor Acknowledgement" may be signed after the donor has filled in at least the information specified on the Appraisal Summary. The Art Collection Committee should try to obtain a copy of the written appraisal from the donor even if the appraisal has not yet been completed at the time the "Donee Acknowledgement" is signed. Under current tax regulations, the donor must receive the appraisal not earlier than sixty (60) days prior to the date the gift is made and before the due date of the return on which the charitable contribution is claimed.

If the University sells, exchanges or otherwise disposes of a donated object within (2) years after receiving it, the Director of New Harmony Gallery shall notify the Director of Development and shall ensure that a Donee Information Return (IRS form 8282) is filed by the University Foundation, if such filing is required.

#### **4. Works of Art Subject to Copyright**

Under the copyright law which became effective January 1, 1978, certain works of art are subject to copyright by the artist. In general these include:

- a. published works of art created before January 1, 1978, in which the artist or owner has claimed copyright; and
- b. all works of art created on or after January 1, 1978, that have not been dedicated to the public.

If the University seeks to obtain the transfer of those parts of the copyright of a work that is copyrighted or subject to copyright by the artist, this allows the University to:

- a. take a photograph of the work or allowing others to do so;

Committee setting forth pertinent information, e.g., why the object is no longer considered definitive of the period, master, school, style, or area it defines, whether other objects in the collection do provide such definition and are superior the work in question, etc. No work of art shall be deaccessioned if doing so would violate any restrictions on its disposal. If the value of any such object exceeds \$500.00 the Director of New Harmony Gallery will make reasonable efforts to notify the donor or the donor's estate that it intends to deaccession the work. In addition, the Director will give advance notice of any such deaccession to the Art Collection, President of the University and the Director of the University Foundation. The notice shall include an explanation of how the work was acquired, and conditions, restrictions or special circumstances accompanying its acquisitions, the physical condition of the work, and a full justification for its deaccession.

Deaccession of works may occur through sale, exchange, gift or in extreme circumstances destruction, unless prohibited by applicable laws, or by restrictions that were attached at the time of acquisition. The manner of disposition chosen will depend on factors such as: the best interests of the University and the public served by the University, the public trust imposed on the University as the owner of the collection, and the scholarly community it represents. If objects are sold, the sale will normally be at public auction, or by another method which assures that fair market value is received. At least one independent appraisal will be obtained when deaccessioning a work of significant value is under consideration. The proceeds realized from the sale will normally be allocated toward the purchase of other works. Under no circumstances may an object be sold or otherwise disposed of (except at public auction) to any officer, employee or representative of the University or the University Foundation, or members of the immediate families of any such individuals.

Works of art that are disposed of by gift will generally be donated to other tax-exempt institutions for purposes of research, education and/or public exhibition. Material that is part of the historical, cultural, or scientific heritage of Posey and Vanderburgh Counties or the state of Indiana should remain within the county or the state, where practical.

The University's records shall include adequate documentation concerning the deaccession of works from the collection and the method of their disposal, including the name of the transferee where practical, the proceeds obtained in the event of a sale or exchange, and the basis for selection of the donee in the event of a gift. An annual Report outlining this and other transactions shall be presented to the University and the University Purchasing Department. In reply to written inquiry the Director of New Harmony Gallery will make available the identity and description of works of art deaccessioned.

## **7. Loans**

Loans are temporary physical transfers of works of art from one institution or individual to another, where there is no transfer of ownership. Art objects loaned to the University for exhibit or educational purposes shall receive the same care and protection as is accorded the University's permanent art collection.

The University Art Collection Committee shall decide whether to approve requests for loans of objects in the University's collection, consistent with University regulations and applicable legal restrictions. Objects may be loaned by the University only under the following conditions:

- a. The borrower must be a qualified institution or individual, as determined by the Committee
- b. The loan must be for research, education or exhibitions, or other purposes consistent with the mission statement and the University Art Collection.
- c. Loans must be for a period of one year or less, unless approved by the Committee.
- d. Borrowers may not alter objects in any way, except by prior written agreement. In the event that damage occurs during the loan period and further handling jeopardizes the art work, repairs may be authorized by the Committee and immediate return of the object may be required.
- e. No work will be loaned under circumstances posing an unreasonable risk to the safety of the object.
- f. Borrowers will pay loan fees, if any, imposed by the University and any packing, shipping, and courier expenses for transporting the work to and from the University, unless waived in writing by the Committee. Works of art valued in excess of \$250,000 will normally require a courier during transportation.
- g. All loaned objects will have insurance coverage in accordance with current University practice. All applicable insurance premiums will be paid by the borrower including all-risk "door-to-door" coverage. A certificate from an insurer satisfactory to the University, verifying coverage in the full amount specified by the University, and naming the University as insured, shall be provided to the Committee in advance of shipment.
- H. Any insurance paid for lost, damaged or destroyed art work will be assigned to the University Collection Committee for repair or replacement of the object(s).

## **C. APPROVAL, AMENDMENTS**

This policy is subject to approval by the University of Southern Indiana Board of Trustees. The Committee will review this document on a biennial basis. Significant changes in the Policy, as determined by the Committee, shall be submitted to the Board of Trustees for approval as needed.