

ASI Art Acquisition and Oversight

NEW/REVISED POLICY: New January 2018

Effective Date: March 8, 2018

BACKGROUND AND PURPOSE

Through the acquisition and display of art, the facilities funded by ASI and University Union student mandatory fees serve as a vehicle to promote the aesthetic and cultural life of the University.

The artwork displayed in ASI-managed facilities should be relevant to the Cal Poly community and may consist of broad and varied art media including two-dimensional art, three-dimensional art, graphic design and photography with a focus on representing students and the local community.

The ASI Art Acquisition and Oversight Policy is intended to document the policies that guide the development and care of ASI's art collection consistent with the mission of the university and in compliance with Campus Administrative Policy (CAP) 146: University Art Acquisition and Oversight Policy.

POLICY

The ASI Art Committee will serve as an advisory body to the ASI Executive Director and the University Union Advisory Board (UUAB) in all matters regarding the acquisition, display, maintenance, deaccessioning, and record management of art displayed in ASI-managed facilities. Membership to the committee shall be one year.

ASI Art Committee Membership

- Chair – Vice Chair of the UUAB
- ASI Staff Representative (designated by ASI Executive Director)
- Two Student Representatives from the UUAB (designated by the Chair of the UUAB)
- Dean of Students Staff Representative (designated by the Dean of Students)
- Department of Art & Design Student Representative (designated by ASI President)
- Department of Art and Design Faculty Representative
- Additional members as deemed appropriate by the existing committee (and appointed by the Chair of the ASI Art Committee)

Guidelines for Art Display and Selection

1. Works of art displayed in ASI-managed facilities must be in accordance with current ASI Policy
2. The ASI Art Committee shall make recommendations to the UUAB for the purchase, selection or acceptance of works of art

Gifts & Donations

1. Gifts of artwork must follow current University Gift-In-Kind Acceptance Policy and must be approved by the Vice President for Student Affairs and the ASI Executive Director in consultation with the UUAB, ASI Art Committee, and the University Art Acquisition Committee
2. Gifts of nonexpendable personal property must be assigned an appraised valuation at the time of acceptance and receipt. It is the responsibility of the donor to obtain and/or assign this valuation through the use of a qualified appraiser, selected at the donor's discretion
3. ASI may elect to decline a gift or donation for any of the following reasons:
 - a. The cost of operating and maintaining the item is too high
 - b. The cost of insuring the item is too high or the item is uninsurable

- c. Acceptance of the gift presents a risk to the wellbeing of ASI or is in conflict with the organizations mission, vision, or values
- d. ASI does not have systems in place to appropriately manage the use of the gift or donation

Temporary Displays

1. Displays available for 30 calendar days or less are considered temporary displays and are approved at the discretion of the ASI Associate Executive Director
2. Temporary displays must have an affiliation with Cal Poly
3. Display space is not available for the promotion of business products and/or services
4. ASI does not assume responsibility or liability for materials placed on display
5. Displays must include the name of the sponsoring organization or individual and contact information

Security & Maintenance

1. Security and maintenance of art pieces owned by ASI or displayed in ASI-managed facilities will primarily be the responsibility of ASI
2. It is the responsibility of ASI to maintain records for all art that is displayed in ASI-managed facilities, including but not limited to: receipts, date of accession, appraisals, special accession and deaccession requirements, photographs, certificates of authenticity and a complete description of each item, to include the name of the artist and medium used. In addition, each item will be documented in accordance with the ASI Inventory Process
3. Security and maintenance requirements do not apply to temporary art displays

Ownership

1. All donated works of art will be labeled with an appropriate marking reflecting the donor's name and shall be considered part of the ASI Art Collection. Ownership shall be in accordance with the ASI Gift Acceptance Policy and shall be considered part of the ASI Art Collection

Deaccessioning

1. Deaccessioning of art will be considered under the following conditions:
 - a. The object(s) duplicate is a better example and/or are redundant
 - b. The object(s) deteriorated beyond usefulness
 - c. The object(s) cannot be properly preserved, stored, or exhibited
 - d. The object(s) is no longer relevant and useful to the purposes and activities of the University
 - e. Deaccession is not prohibited under the terms of accession
2. Guidelines for Deaccessioning
 - a. No member of ASI staff, ASI Student Government, or the ASI Art Committee shall personally profit from any transaction involving the sale or exchange of object(s) in the ASI Art Collection
3. Deaccessioning Procedures
 - a. The method of deaccession shall support the purpose of deaccession
 - b. Subject to the terms of accession, object(s) may be deaccessioned through:
 - i. Sale at public auction
 - ii. Donation or exchange to other nonprofits, including to the state
 - iii. Return to the original donor
 - iv. Public sale
 - c. The Art Committee should inform the donor, if known, of the potential disposal of the object(s)

- d. If the object(s) to be deaccessioned is charitable deduction property, then all appropriate IRS filings must be completed
4. Deaccessioning Records
- a. The ASI Art Committee is responsible for preparing documentation for object(s) to be proposed for deaccession with all the available details including:
 - i. Date of recommendation for deaccession
 - ii. Object accession number
 - iii. Artist, title, medium, size of object
 - iv. Condition and description of object
 - v. Name/Address of source of accessioned object
 - vi. Date of accession and deaccession
 - vii. Name/Address of new owner
 - viii. Sale price or exchange value
 - ix. Any limiting condition agreed to at the time of accession and the reasons for those conditions
 - x. Insured Value
 - xi. Estimated market value per appraisal
 - xii. Proposed method of deaccession
 - xiii. Photograph of object