

Permanent Art Collection Management Policy

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Purpose and Scope

The Permanent Art Collection Management Policy provides guidelines for acquisition, documentation, and deaccessioning of artworks for West Chester University's Permanent Art Collection. This policy describes the responsibilities of the University and donors, the criteria used to assess potential acquisitions, the process of acquiring them, and the guidelines and procedures to deaccession items.

Policy Statement

This policy establishes the provisions for the successful acquisition, documentation, management, and deaccession of objects to and from West Chester University's Permanent Art Collection.

Policy Framework

General Responsibilities

- A. All donation inquiries regarding the Permanent Art Collection should be directed to the Chair of the Permanent Art Collection Committee and the Vice President for University Affairs (ex officio).
- B. Responsibility for recommending acquisitions of objects into the Permanent Art Collection rests with the Permanent Art Collection Committee.
- C. The Permanent Art Collection Committee via the Chair shall make recommendations to the President of the University for the acquisition of objects into the Permanent Art Collection.
- D. Objects may be added to the Permanent Art Collection by means of gifts, bequests, purchases, exchanges, or any approved transactions by which title to the object(s) passes to the University.

- E. Objects may be accepted as a donation to the University without the condition of acceptance into the Permanent Art Collection.

Acquisitions

Donor Responsibilities

- A. It is the responsibility of the donor desiring a tax deduction to obtain an independent appraisal and for submitting this evaluation to governmental tax agencies using IRS Form 8283.
- B. All approved donated objects are to be accompanied by an appropriate written confirmation of title transfer (Gift In Kind Form). Title to all objects acquired for the Permanent Art Collection should be obtained free and clear of restrictions as to use, accession or future disposition, or encumbered by conditions set by the donor.

Criteria and Conditions for Determining Acquisitions

- A. The object has aesthetic significance that will enhance and develop the existing collection.
- B. The object is the work of a noted artist or has historical or social importance.
- C. The object complements the educational mission of the University, enriches the curriculum, and serves as a scholarly resource for students and faculty.
- D. Condition of the object.
- E. The ability of the University to provide for the storage, protection, and preservation of the object.

Restrictions Which Tend to Preclude Acquisitions

- A. Uncertain legal title and provenance.
- B. Following ICOM Code of Ethics for Museums, the Committee will not accept any object that contributes to or encourages the illicit trade of cultural property.
- C. There are donor conditions of perpetual exhibition or ownership.
- D. There are unreasonable limits on deaccessioning.

- E. There are unreasonable conditions for display, special care, or storage.

University Responsibilities for Acquisitions

- A. A letter of gratitude to the donor will be prepared by the Chair of the Permanent Art Collection Committee with a copy provided to the West Chester University Foundation.
- B. A copy of the Gift In Kind form and a formal acknowledgment letter through the WCU Foundation will be sent to the donor and operate as an official receipt for the donation. These documents will set forth an adequate description of the donated artwork/s and the condition of the transfer as a gift.
- C. Objects will be documented and catalogued.
- D. Any object received from a donor who has received a tax deduction will be retained by the University for the period specified by current rulings of the Internal Revenue Service before deaccessioning is considered (minimum of seven-year ownership).

Acquisition Procedures

- A. The Chair of the Permanent Art Collection Committee is responsible for documenting and photographing all objects acquired for the Collection into the Collection database. An accession record should include the following:
- Accession number
 - Date and nature of acquisition (gift, purchase, bequest)
 - Source of acquisition (individual, foundation, etc.)
 - Artist, title, medium, dimensions
 - Condition
 - Provenance
 - Value
 - Name of staff member creating or amending accession record

- B. The Chair or staff member will create an electronic file for each object that consists of the following:
- Copy of letter of gratitude from the Chair of the Permanent Art Collection Committee
 - Copy of formal letter of acknowledgment /Gift In Kind form from the WCU Foundation
 - Appraisal
 - Accession record
 - Artist biography
 - Photograph print / transparency
 - Permanent or temporary location

Care of the Collection and Loans

- A. The Permanent Art Collection Committee shall oversee the proper care and maintenance of the Collection.
- B. Whenever an artwork is removed from the storage facility, or moved to another location on or off campus, its temporary location will be recorded, including the name of the WCU employee who will oversee its temporary care.
- C. The Chair of the Committee may remove an artwork from a temporary campus location if it has been determined to be unsafe.
- D. Artworks in the Permanent Art Collection are available for temporary display/loan. Requests should be made to the Chair of the Committee. Approval is at the discretion of the Chair of the Committee after consideration of the safety and security of the display venue.

Deaccessioning

Criteria and Conditions for Determining Deaccessioning

- A. A better and comparable artwork is in the Permanent Art Collection.

- B. The object is poor in quality or lacks aesthetic or historical importance.
- C. The object is deteriorating or in poor condition.
- D. The object cannot be properly preserved, stored, or exhibited.
- E. The object is no longer consistent with the University's mission or character of the Permanent Art Collection.
- F. The object is fake or fraudulent.
- G. Ownership of the object is in violation of state or federal laws.
- H. The University has a clear and unrestricted title to the object(s).

Guidelines for the Process of Deaccessioning

- A. Objects in the Permanent Art Collection should be retained permanently if they continue to be relevant and useful to the mission and activities of the University and if they can be properly stored and preserved.
- B. Deaccessioning of an object will be considered when the above conditions no longer prevail and deaccession is not prohibited under the terms of accession.
- C. No member of the University, Council of Trustees, or Permanent Art Collection Committee shall personally profit from any transaction involving the sale or exchange of objects in the Collection.

Deaccessioning Procedures

- A. The Permanent Art Collection Committee shall make recommendations to the President of the University via the Chair of the Committee for the deaccessioning of an object.
- B. An object may be deaccessioned through sale at public auction, donation, or exchange to other nonprofit or educational institutions.
- C. The Chair of the Permanent Art Collection Committee should inform the donor, if known, of the potential disposition of the object(s). The donor should be acknowledged for their generosity with a credit line on Permanent Art Collection activities accomplished due to the funds realized from the sale of object(s).

- D. The IRS requires that notice be given (Form 8282) to both the IRS and the Donor if an object is deaccessioned within three years of donation and if the University is on notice that the Donor obtained a qualified appraisal with regard to the donation.

Deaccession Records

- A. The Chair of the Permanent Art Collection Committee is responsible for preparing the documentation for object(s) to be proposed for deaccession. Completion of a Deaccession Form consists of the following:

- Date of recommendation for deaccession
- Reason for deaccession
- Object accession number
- Artist, title medium, size of object
- Condition and description of object
- Name / address of source of accessioned object
- Date of accession and deaccession
- Name / address of new owner
- Sale price or exchange value
- Any limiting condition agreed to at the time of accession and the reasons for those conditions
- Insured value
- Estimated market value per appraisal
- Proposed method of deaccession
- Photograph of object

Definitions

Accessioning: the process by which an artwork or object is permanently added to the West Chester University Permanent Art Collection.

Deaccessioning: the process by which an artwork or object is permanently removed from a museum, gallery, or institution [collection](#) to sell it or otherwise dispose of it.

— UNIVERSITY POLICY —

Permanent Art Collection Committee: This Committee is made up of Faculty Members and Administrators who work on maintaining the Permanent Art Collection.

Reviewed by: Permanent Art Collection Committee and WCU Foundation
CEO

Policy Owner: Vice President for University Affairs

Approved by: 
John Vilella, Ed.D
Vice President for University Affairs

Effective Date: November 17, 2021

Next Review Date: November 17, 2025

History:

Initial Approval: July 15, 1999 (then named, Permanent Art Collection Policy)

Review Dates: November, 2021

Amended: November 17, 2021 (replaces Permanent Art Collection Policy)