

**West Chester University
Permanent Art Collection Committee
Acquisition Policy**

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I. GENERAL RESPONSIBILITIES

- A. All donation inquires for the Permanent Art Collection should be directed to the Chair of the Permanent Art Collection Committee, the Director of Cultural Affairs (ex officio).
- B. Responsibility for recommendations for acceptance of an object for entry into the Permanent Art Collection rests with the Permanent Art Collection Committee.
- C. The Permanent Art Collection Committee shall make recommendations to the President of the University via the chair of the committee for the accession of object(s) into the Permanent Art Collection.
- D. Object(s) 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. Object(s) may be accepted as a donation to the university without the condition of acceptance into the permanent art collection.

II. 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 object(s) are to be accompanied by an appropriate written confirmation of title transfer (Gift In Kind Form). Title to all object(s) acquired for the permanent collection should be obtained free and clear with restrictions as to use, accession or future disposition, or encumbered by conditions set by the donor.

III. CRITERIA AND CONDITIONS FOR DETERMINING ACQUISITIONS

- A. The object(s) contribute to the integrity of or enhance existing collections.
- B. The usefulness of the object(s) for teaching, with emphasis on lasting value. The object(s) should possess aesthetic merit based upon historical significance, social significance and importance of artist.
- C. The condition of object(s).
- D. The ability of the university to provide for the storage, protection and preservation of the object(s).

IV. RESTRICTIONS WHICH TEND TO PRECLUDE ACQUISITIONS

- A. Uncertain legal title and provenance.
- B. There is a condition of perpetual exhibition or ownership.
- C. There are unreasonable limits on deaccessioning.
- D. There are unreasonable conditions for special care or storage.

V. UNIVERSITY RESPONSIBILITIES

- A. A letter of gratitude to the donor will be prepared by the Chair of the Permanent Art Collection Committee with copy to the Development Office.
- B. A copy of the Gift In-Kind form and a formal acknowledgment letter through the University's Development Office will be sent to the donor and operate as an official receipt for the donor's purposes. These documents will set forth an adequate description of the object(s) and the condition of the transfer as a gift.
- C. Proper recording and cataloging of object(s).
- D. Object(s) 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.

VI. ACQUISITIONS PROCEDURES

- A. The Chair of the Permanent Art Collections Committee is responsible for completing and maintaining the following database information for object(s) added to the permanent art collection:

Completion of an Accession Record that consists of the following -

- Accession Number
- Date and nature of acquisition (gift, purchase, bequest)
- Source of acquisition
- Artist, title, medium, dimensions
- Condition
- Provenance
- Value
- Name of staff member recording accession

Create a 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 Development Office
- Appraisal
- Accession Record
- Artist Biography
- Photograph print / transparency
- Location

VII. CRITERIA AND CONDITIONS FOR DETERMINING DEACCESSIONING

- A. The object(s) duplicate a better example and/or are redundant.
- B. The object(s) have deteriorated beyond usefulness.
- C. The object(s) cannot be properly preserved, stored or exhibited.
- D. The object(s) are no longer relevant and useful to the purposes and activities of the University.
- E. The University has a clear and unrestricted title to the object(s).

VIII. GUIDELINES FOR THE PROCESS OF DEACCESSIONING

- A. Object(s) in the Permanent Art Collection should be retained permanently if they continue to be relevant and useful to the purposes and activities of the University, and if they can be properly stored, and preserved.
- B. Deaccessioning of object(s) 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 staff, council of trustees, or permanent art collection committee shall personally profit from any transaction involving the sale or exchange of object(s) in the collection.

IX. 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 object(s).
- B. Object(s) 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 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 two years of donation and if the University is on notice that the Donor obtained a qualified appraisal with regard to donation.

X. DEACCESSION RECORDS

- A. The chair of the Permanent Art Collection Committee is responsible for preparing the following documentation for object(s) to be proposed for deaccession:

Completion of a Deaccession Form that consists of the following -

- Date of recommendation 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