

**Pacific Lutheran University
Permanent Art Collection
Collections Management Policy
July 25, 2013**

I. GENERAL COMMENTS

The Permanent Art Collection (PAC) of Pacific Lutheran University is distinguished by a diversity of subject matter, media, and artists. In this breadth it represents the development of the University's cultural history. The PAC is complemented by the University Gallery, which serves, in part, as a venue for the exhibition of the collection. As part of the Department of Art and Design, the PAC and the University Gallery help to form the core of PLU's visual art identity. While the Coordinator of the University Gallery and the Gallery Technician attend to the needs of the Permanent Collection, the PAC and the University Gallery are distinct entities. (PLU's Scandinavian Cultural Center is a distinct entity and not included in this policy. For other details on the University Gallery's mission and organization, please see the separate document, *University Gallery Mission Statement, Description, and Objectives.*)

The PAC is housed in the Department of Art and Design, within the School of Arts and Communication. Stewardship of the Permanent Art Collection is provided by a committee comprised of the Dean of SOAC, the Chair of the Department of Art and Design, the Assistant to the Dean of SOAC, and the Coordinator of the University Gallery (a faculty member of the Department of Art and Design). The extended committee, which advises the core committee, includes the Operations Manager from the Office of Development and the Risk Manager from the Office of Finance & Operations, as well as an external museum professional.

II. PERMANENT ART COLLECTION STATEMENT OF PURPOSE AND DESCRIPTION

A. Mission Statement

The Permanent Art Collection supports the cultural life of the University by serving as a teaching tool and as an aesthetic resource for students, faculty, and staff through the exhibition, documentation, and preservation of its artworks.

B. Vision Statement

The vision of the PAC is to enhance the curriculum of the Department of Art and Design and to encourage the understanding and appreciation of visual art at Pacific Lutheran University and in the neighboring community.

C. Description of Collection

The PAC is a diverse permanent collection of paintings, works on paper, and sculpture from the eighteenth through twenty-first centuries. With an emphasis on graphic work of the 1960s and 1970s, the collection balances examples by US and international artists, including PLU faculty, students, and alumni. Prominent artists represented include Käthe Kollwitz, Pablo Picasso, F. Mason Holmes, Harry Bertoia, Keith Achepohl, Robert Indiana, and others.

The PAC was created through donations of artworks to the University and through an acquisition-by-purchase program in the then-Department of Art, primarily in the early 1970s.

III. CODE OF ETHICS

This Code of Ethics pertains to all staff, board members, and volunteers who work with the PAC. Individuals having an affiliation with the PAC are expected to be familiar with and to abide by the Code of Ethics adopted by the PAC.

A. Responsibility to the Collection

The possession of the works in the PAC incurs legal, social, and ethical obligations to provide proper storage, management, and care for the collection and associated documentation. For these reasons, the Department of Art and Design is responsible for assuring that the collection is aligned with the Department's mission, that its growth is balanced with available resources, and that the appropriate allocation is made of personnel, facilities, equipment, services, and support to address its on-going needs.

B. Discretion and Confidentiality

Individuals associated with the PAC have unique responsibilities related to maintaining the PAC's image, trust, and credibility to the public. For this reason affiliated individuals must 1) represent properly the PAC and their position when interacting with others; 2) exercise professional discretion about activities and concerns of the PAC; and 3) hold in confidence relevant information concerning matters such as the collection, financial information, personnel, and security.

C. Conflict of Interest

Individuals having an affiliation with the PAC must avoid situations that may be construed as a conflict of interest. Concerns about potential conflicts of interest should be conveyed to the PAC Committee, who will then forward these concerns to the Chair of the Department of Art and Design. The purpose is to prevent the actual or perceived conflict between interested parties and the objectives of the PAC. Potential conflicts of interest include: 1) personal collecting within the curatorial area of the PAC's collection; 2) using PAC affiliation, PAC resources, or the influence of one's position for personal benefit, or solely to serve the interests of persons outside the PAC; 3) placing the PAC in a situation that compromises its missions, policies, functions, practices, or philosophies; 4) placing the PAC in a situation where it competes unduly with outside parties; and 5) participating in employment that compromises one's ability to perform in a timely and professional manner.

IV. DEFINITIONS

Accessioning is the process used to accept an object into the Permanent Collection.

Custody Item is an object that is not owned by the PAC, but with that body's permission, is left temporarily in the custody of the PAC under circumstances constituting a loan; for example, for attribution, identification, examination or for consideration of accession.

Deaccessioning is the process used to permanently remove an object from the Permanent Collection.

Deed of Gift is a contract that transfers ownership of an object or objects from a donor to the PAC.

Extended PAC Committee is the PAC Committee with advisory members from the Office of Development, the Risk Manager, and an external museum professional.

Coordinator is the Coordinator of the University Gallery and director of the PAC; the coordinator is a faculty member of the Department of Art and Design. Traditional duties of Registrar will be handled by the Coordinator or by a delegate appointed by the Coordinator.

Gallery Technician is the staff member responsible for the technical maintenance of the University Gallery and for the maintenance of certain aspects of the PAC.

Loan is the temporary transfer of work from the Permanent Collection or a temporary transfer of a work of art to the PAC for purposes such as exhibitions or research. A loan does not involve a change in ownership.

AAM General Facilities Report is the risk management/insurance document for borrowing/lending situations in the museum and gallery profession. The GFR allows the lending institution to evaluate safety and feasibility at the borrowing institution.

PAC Committee is comprised of the Dean of SOAC, the Chair of the Department of Art and Design, the Assistant to the Dean of SOAC, and the Coordinator of the University Gallery (a faculty member of the Department of Art and Design).

PAC Staff includes the Coordinator and the Gallery Technician.

Permanent Collection is a term used to designate all works of art carried on the accession records of the PAC, and owned by Pacific Lutheran University.

V. ACQUISITIONS AND ACCESSIONING OF ART OBJECTS

NOTE: At present, the PAC is undergoing assessment of its holdings, their conditions, their relevance to the Collection's mission, and their value (whether monetary, market, or insurance). This extensive review will determine which works are to remain in the collection, and of those, which are most in need of appraisal and conservation. Current PAC collections policy is determined in large part by the ongoing nature of this assessment. This document will be revised when the assessment is completed.

The PAC does not presently purchase objects, and until further notice, the PAC will not accept donations. While exceptions may be considered, the current review of the Collection, and its limited storage facilities and maintenance resources, make this moratorium necessary. In the event an exception is considered, the following will apply:

A. Criteria for Acquisitions

1. Objects acquired by the PAC must complement the existing collection or substantially offer a new emphasis for the collections; fill presently existing gaps in the collection; and/or be relevant to and consistent with purposes and programs of the PAC.
2. The PAC is committed to acquire only works for which it can provide proper storage and care.
3. The PAC shall not accept any item if doubt exists about the donor's ownership of the item or the donor's ability to transfer legal title.
4. The PAC will make efforts to obtain information concerning the object's history of ownership. When an object is of foreign origin, research will be conducted to ensure it has not been illegally imported into the United States and that there are no legal or ethical considerations which would make its accession undesirable.
5. An object must be of PAC quality and proven to be authentic beyond a reasonable doubt.
6. Prior to the PAC Committee's meeting in consideration of the accession, the Coordinator will note any conservation, repair, display and maintenance costs for consideration in determining whether or not the work is acceptable of acquisition. Outside conservators may be consulted for this purpose.
7. Potential donors will be asked to supply a professional written appraisal as a condition of acquisition. If the appraised value is greater than \$5000, the donor must supply the IRS Form 8283 to PLU along with the appraiser's signature. Since this requirement may change, the IRS website should be consulted before any gift is accepted.

B. Method of Accessioning

It is the PAC Committee's responsibility to add works of art to the collection and its decision for acceptance is firmly guided by the PAC's mission and strategic plan and its declared collection goals. When appropriate, the PAC Committee will consult with experts, scholars, legal counsel, and other persons as it may see fit.

Potential acquisition to the PAC shall be referred first to the Coordinator and then go before the full Committee for review. If the item is delivered to the PAC, the Coordinator shall treat it as a custody item pending final action.

1. Donations

- a It is the general policy of the PAC that no object may be accepted unless its ownership by the PAC will be free of all restrictions and conditions. Early communication with the Office of Development regarding potential donations to the PAC is essential to ensure clear expectations during this process among all involved parties. It is recognized that exceptional circumstances may arise in which strict enforcement of this general policy would not be in the best interests of the PAC. Any such exception must, however, have the advance consent of the Coordinator and the rest of the PAC Committee. Every attempt should be made to hold restrictions or conditions to a practical minimum and to obtain the consent of the donor that the restrictions will terminate after a finite time limit. Under no circumstances will the PAC agree to conditions requiring the retention or display of an object or collection in perpetuity. If any restrictions or conditions are accepted, they must be in writing executed by both the donor and the PAC Director on the Deed of Gift and must be included in the object's records.

- b An item offered under express provision that it may be sold for the benefit of the PAC should first be considered for accession into the Permanent Collection. The PAC may accept gifts of works of art specifically for purposes of sale; such donations are treated as tangible property and the proceeds of their sale will be used for any PAC purpose or need. When feasible, such funds generated by sale may also be used for art acquisitions. Regardless, the intent must be made clear in writing at the time of the donation by the donor and PAC. If the item is sold in less than two years, PLU must provide the donor with IRS Form 8282 indicating the sale.

2. Purchases and Donations

- a Objects under consideration by the PAC Committee for donations are reviewed by the Committee in the same manner as other potential acquisitions.
- b Upon notification to the PAC Committee that it is a beneficiary under a will, Coordinator shall obtain a copy of the will, or a copy of the section that outlines the bequest, and pictures of the object(s) when possible.
- c Acceptance of a bequest requires the participation of the Office of Development and the agreement of a simple majority of the members of the PAC Committee.
- d Should a bequest not possess sufficient merit for inclusion in the collection, the PAC may request that the bequest be made with full understanding that the object(s) can be sold and the proceeds used to the benefit of the PAC as determined by the PAC Committee. In the case of a group of objects, the PAC may accept some and refuse, sell or trade others.
- e Proposals for potential bequest are to be referred to the PAC Committee for review.

C. Credit to Donors

When a work of art is accessioned into the PAC whether by donation, purchase with donated funds, or trade, the donor shall be given credit to the extent feasible. The PAC Committee shall endeavor to determine the donor's wishes as to the exact terminology and use of such credit.

VI. DEACCESSIONING OF COLLECTION OBJECTS

Pacific Lutheran University is acutely aware of its role as caretaker of the Permanent Art Collection for the benefit of the University and the PAC's diverse audiences. The PAC normally purchases or accepts donations of works of art with a view of retaining them indefinitely as part of the Permanent Art Collection, a commitment from which it does not lightly depart.

Deaccessioning works of art for the purpose of refining or enhancing the Permanent Art Collection is a vital part of the PAC's responsibility to its mission. The philosophy and mechanism for deaccession is as thorough and controlled as for accession. While all proceeds raised from the deaccession of objects from the Permanent Collection will be treated as acquisition funds, deaccession is not to be viewed as a routine method to generate purchase funds, but as an option to be exercised only in rare and very specific instances for purposes of refining the Permanent Collection. The overall quality of the PAC is maintained primarily by accession, not by deaccession.

A. Criteria for Deaccessioning

- 1 The decision to deaccession a work of art should be made based upon consideration of its physical condition, overall quality, and relationship to mission, rather than contemporary trends or fashion, or the personal taste of the institution's current caretakers.
- 2 It is appropriate to deaccession an item when there exists any reasonable question of continuing ability to preserve or protect it; or when it has deteriorated beyond reasonable usefulness for present or future purposes or activities of the PAC.
- 3 It is appropriate to deaccession an item when it is clearly unlikely that it can be used or exhibited in the foreseeable future, or that it has no reasonable relevance or usefulness for present or future proposed activities of the PAC.
- 4 It is appropriate to deaccession an item by sale or exchange in order to obtain a similar item of higher quality.

B. Method of Deaccessioning

- 1 A decision for deaccession of any item from the PAC shall be made by the PAC Committee. For objects with a monetary value greater than \$100,000, the PAC Committee will seek the approval of the Real Property Committee of the Board of Regents of Pacific Lutheran University. Prior to making such decision, the PAC Committee may also consult with art dealers, appraisers, experts, scholars, legal counsel, and other persons, and shall review and consider the authenticity, quality, condition, and significance of the item, and its appropriateness and contribution to the permanent collection, either presently or in the future.
- 2 Before any object is deaccessioned from the collection, reasonable efforts should be made to ascertain that the PAC (and thus, Pacific Lutheran University) has clear title and is free to do so.
- 3 The process of deaccession of any item should be conducted in an open and forthright manner. No PAC affiliate, staff member or volunteer, and no University affiliate, regent, faculty, staff or administrator may purchase a deaccessioned work of art from the collection.
- 4 Appropriate consideration should be given to the feelings of any donor of an item proposed for deaccession, even if no restrictions upon its disposal have been imposed. Wherever possible, the donor should be notified of any such deaccession and should be given an explanation of how the action will benefit the PAC and aid in achievement of its goal.
- 5 In the event the PAC holds an item subject to specific restrictions, written permission from the donor to release the restrictions must be obtained prior to final action by the Committee.

- 6 All records on deaccession must be in writing. No such transactions should occur on a verbal basis without written confirmation. All records on deaccession (including correspondence with the donor, and the donor's written acquiescence or refusal) shall be kept and maintained by the Coordinator or the Coordinator's appointed delegate.

C. Manner of Disposition

- 1 Permanent removal and disposition of deaccessioned objects from the collection shall be done in an ethical and legal manner.
- 2 A recommendation for the method for deaccessioning of an item from the Collection shall be made by the PAC Committee. Each such proposal shall set out the precise method of disposal recommended; if sale is proposed, the price expected and if exchange is proposed, all objects and other considerations to be received in exchange.
- 3 The choice of method (public auctions, private trade, private sale, etc.) will be handled on a case-by-case basis as determined by the PAC Committee. Financial considerations are not the sole and exclusive consideration in determining the method of disposal.
- 4 Abandoned property shall be treated pursuant to the Revised Code of Washington (RCW) Chapter 63.26.

D. Allocation of Proceeds

Funds realized through sale or other methods of deaccessioning items will be used exclusively as funds for general investment in the Collection.

E. Credit to Donors

- 1 When a work of art is acquired for the Collection, wholly or partly out of funds realized from the sale or other disposal of deaccessioned items, the names of the original donors, singularly or severally, shall be transferred to the newly-acquired item to the extent feasible.
- 2 To the extent feasible, all original donors shall be notified of the substituted donor credit, and appropriate record thereof shall be made part of the permanent records of the PAC.

VII. CARE AND DOCUMENTATION

A. General Comments

1. Pacific Lutheran University and the PAC Committee and staff are responsible for the care and preservation of the artworks belonging to the PAC for living and future generations.
2. Members of the staff with direct responsibilities for the collection are governed by professional procedures and standards to insure alertness and care in handling, exhibiting, and otherwise caring for the collections.

B. Physical and Environmental Protection

It is the responsibility of Pacific Lutheran University and the PAC staff to insure that the collections are adequately protected against fire, theft, vandalism, natural disasters, and environmental degradation. Whether on exhibition or in storage, precautions must be taken and procedures established to insure their safety, within the limits of available facilities and financial resources.

Currently, the physical environment of Ingram Hall cannot fully provide these safeguards. As stated in the Strategic Planning document of the School of Arts and Communication, page 3, Ingram Hall has “specific space and maintenance concerns.” In order to effectively care for the PAC, significant improvements to the building and to the storage facilities are needed. It is the responsibility of the PAC Committee to work with the SOAC Dean and university administration to fully articulate and advocate the need and rationale for these improvements. Ideally, the following conditions would be met by these improvements:

1. Adequate exhibition and storage facilities to insure safe physical accommodation;
2. Adequate systems (heating, air-conditioning, air filtration, humidity controls) to secure a safe environment;
3. Maintain tight temperature controls (between 68-72° Fahrenheit and relative humidity between 45-55% unless other requirements relating to specific temporary exhibitions are preferable).
4. A security staff and systems to guard against fire, theft, vandalism.

C. Conservation

Conservation of the collections should be accomplished through provision of an annual budget to conduct an ongoing program of preservation, repair, and restoration. Conservation needs will be assessed annually and decisions will be made by the PAC Committee.

D. Handling of Collections

Collection, loan and custody items within the PAC may be handled only by trained art handlers under the supervision of the Coordinator. Normally, the movement of collection items from one place to another is the responsibility of the Coordinator.

E. Packing and Shipping

It is the responsibility of the Gallery Technician to supervise packing and shipping works of art, both those belonging to the PAC and those borrowed from outside sources for exhibit in the University Gallery or Annex.

F. Location of Objects

It is the responsibility of the PAC Committee to maintain a system for recording the location of all collection items at all times, whether on exhibition or in storage. If an item is temporarily removed from exhibition, a signed and dated removal form is substituted for the item until it is returned. Only the Coordinator, the Gallery Technician, or their appointed delegate has the authority to remove a collection item from either the exhibition or storage.

G. Access to Collections in Storage

Only the Coordinator, Gallery Technician, Department of Art & Design Chair, and SOAC office staff have keys, and are allowed unlimited unaccompanied access to secure storage areas. Faculty members of the Department of Art & Design are free to make use of the Collection's objects for teaching and research purposes, but must secure access to the Collection through one of these aforementioned individuals. Other members of the PLU community and visitors may enter secure storage only when accompanied by an authorized person.

H. Native American Graves Protection and Repatriation Act [104 STAT. 3048 PUBLIC LAW 101-601--NOV. 16, 1990]

The PAC does not collect or have in its custody human remains, funerary objects, sacred objects or objects of cultural patrimony. If any of these objects are found in the collection, the PAC will comply with any and all law regarding these objects.

I. Provenance

The provenance research of collection objects is ongoing. The PAC is dedicated to determining the provenance of objects under its care including objects created in Europe prior to the end of World War II. If an object is discovered to have questionable provenance during the aforementioned period, the information will be made public by means including but not limited to listing the object(s) on the PLU website and on the American Alliance of Museums' Nazi-Era Provenance Internet Portal, with which the PAC is registered.

VIII. COLLECTION RECORDS

Professional collections management relies heavily upon the development and maintenance of records pertaining to the collections.

A. The PAC's Collection records consist of files organized according to artist and/or donor. Ideally, these files would include information such as correspondence pertaining to artworks, exhibition history, publication history, provenance, photographic documentation, and any other records of the artworks' use and movement within the PAC or while on loan. Confidential items are documents recording the legal status of the item (Bill of Sale, Deed of Gift, etc.), valuation and insurance records, conservation history, and in some instances donor records and correspondence.

B. The object files are housed in SOAC's main office. Access to them is permitted by the Coordinator or the Coordinator's appointed delegate.

C. With the exception of the inventory, electronic files are not currently kept on each item in the permanent collection.

D. The object files will be maintained by the Coordinator or the Coordinator's appointed delegate. They shall not be removed from the Ingram Hall premises of SOAC and the Department of Art and Design.

IX. INVENTORIES OF COLLECTIONS

Although location records and other control methods are useful and necessary, there is no substitute for periodic physical inventories to insure the location and condition of recorded collection items. The PAC Committee will insure that a physical inventory of collection items is conducted as needed in order to insure the location and condition of items in the collection.

X. INSURANCE

It is the policy of the PAC to maintain all-risk fine arts insurance on its collection items in such amounts as shall be determined from time to time by the Office of Finance and Operations and the Risk Manager of Pacific Lutheran University. Adequate fine arts insurance under favorable competitive conditions will be secured, as part of the larger University's insurance, by the Risk Manager. The office of Finance and Operations must be notified of the acceptance of the gift within 10 days of receipt, preferably before the gift is brought on campus.

A. Valuation of the Collection

Initially, collection items will be valued at their fair market value at the time of acquisition. Thereafter, items will be reviewed under the direction of the PAC Committee and collection files will be adjusted accordingly. When an item from the collection is placed on loan, its valuation generally shall be updated at the expense of the borrower.

B. Insurance records

Insurance records will be maintained by the PLU Risk Manager.

C. Claims

1. Any impending claim or potential liability shall be immediately reported to the Coordinator.
2. A claim shall be filed with the insurance carrier by the University Risk Manager.
3. The Coordinator shall assist the Risk Manager in filing and processing a claim.

XI. REPRODUCTIONS FEES AND REPRODUCTION RIGHTS

It is the responsibility of the Coordinator to develop and maintain a schedule of fees to be charged for reproducing collection objects, supplying photographs and granting reproduction rights. Particular care must be taken in respect to the intellectual property rights (copyright, patent, trademark, or trade secret) with which collection items may be restricted or encumbered.

XII. LOANS

A. Outgoing Loans

The PAC lends works of art from its collection to professionally managed PACs and institutions within the United States and abroad. All loans are approved by the Coordinator for purposes consistent with the best interests of the PAC and at the PAC's convenience. The Coordinator or the Coordinator's appointed delegate is responsible for monitoring all outgoing loans of objects in the Permanent Collection. The following procedures shall be followed for outgoing loan requests.

1. No loans will be made directly to individuals.
2. A collection item shall not be loaned if in the opinion of the PAC Committee the loan presents a hazard to the object for reasons including but not limited to: the current condition of the object, inherent fragility, danger presented by transport, or physical shortcomings of the borrowing institution as reflected in their AAM General Facilities Report.
3. Upon receipt of a loan request, the collection item shall be reviewed and a condition report completed.

4. If it is determined that the object is in stable condition and can be loaned an AAM General Facilities Report shall be obtained from the borrowing institution.
5. The loan agreement form shall be signed by the Coordinator or the Coordinator's appointed delegate.
6. The borrower will bear all costs, including preparation, shipping and insurance.
7. Wall-to-wall insurance shall be carried on the object(s) and the PAC Committee shall determine whether the Borrower insures the objects or whether the PAC insures them and invoices the Borrower for the premium. A certificate of insurance may be requested at the discretion of the Coordinator and the PLU Risk Manager.
8. Transportation arrangements shall be approved by the Coordinator.
9. Borrowers shall sign an outgoing receipt upon receiving shipment, note any changes in objects' condition, and return one copy to the Coordinator.
10. Upon return of loan items, the condition shall be recorded and an incoming receipt sent to the borrower.
11. The Coordinator or the Coordinator's appointed delegate shall record all outgoing loans in the appropriate collection files and computer database as part of the item's permanent exhibition history.

B. Incoming Loans

The PAC will not request loans of artworks. As outlined above, the PAC is distinct from the University Gallery, and does actively borrow artworks.

XIII. CUSTODY ITEMS

A. The PAC Committee may accept items for study, attribution, identification or other official College/University purposes. An incoming temporary custody receipt shall be issued to the owner or department for every item temporarily held by the PAC in this manner and outgoing receipt signatures shall be obtained upon release of the item from the PAC.

B. Custody items are accepted and held exclusively at the owner's risk; however, the PAC will exercise the same care to these objects as it does objects in its permanent collection. The PAC shall not be responsible for insuring any such item. A written release of all liability, signed by the owner or his authorized agent, shall be obtained at the time any such item is taken into custody by the PAC.