



UCCS CAMPUS POLICY

Policy Title: UCCS Art Collection

Policy Number: 100-012

Policy Functional Area: Administration/Organization

Effective: January 9, 2014

Approved by: Pam Shockley-Zalabak, Chancellor

Responsible Vice Chancellor: Executive Vice Chancellor of Academic Affairs (EVCAA)/Vice
Chancellor of Administration and Finance (VCAF)

Office of Primary Responsibility: Gallery of Contemporary Arts (GOCA)

Policy Primary Contact: Collection Committee, 719-255-3504

Supersedes: N/A

Last Reviewed/Updated: January 9, 2014

Applies to: Students, staff, and faculty

Reason for Policy: This policy provides guidance to all members of the UCCS community responsible for UCCS artwork in their care.

I. INTRODUCTION

The University of Colorado Colorado Springs (UCCS) students, staff, and faculty are responsible for creating the best possible community for teaching and learning. One aspect of this mission is to inspire, to educate, and to enhance the visual arts on campus. The UCCS Art Collection includes art objects which have significant aesthetic, historical, cultural and market value, and provide significant opportunities for teaching. Much of the Collection is on public display throughout the campus. The Collection is the property of The Regents of the University of Colorado, a body corporate. As employees of UCCS, faculty and staff members are stewards of the Collection.

II. POLICY STATEMENT

A. Authority for the creation of campus administrative policies is found in the Laws of the Regents, 2007, Article 3 Section B.5 (A) which states:

The chancellor of each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these Laws, or regent policy, or as may be delegated by the president.

B. Purpose:

The purpose of this policy and the UCCS Collection Acceptance, Accession and Management Procedures (the Collection Procedures) is to set forth the parameters for accessioning and deaccessioning objects as well as for managing and protecting the Collection that meet best practices in accordance with museum standards. Additional purposes of this policy and the Collection Procedures are to:

1. require that, once works are accepted, such works will be exhibited or stored in suitable spaces on the UCCS campus;
2. ensure that the Collection serves students and faculty as a resource for classroom teaching, research, and exposure to museum studies practices; and
3. further a pluralistic collection across numerous categories.

C. Procedures:

1. Accessions – Because of limitations on staff, physical space, and finances, it is neither feasible nor ethical for UCCS to collect indiscriminately. Works must be of significance and quality for exhibition and research or possess an educational value as a teaching tool for students. Works must be relevant to and consistent with purposes and programs of UCCS. The Collection Committee shall make decisions as to Collection acquisitions in accordance with the purposes, criteria and accessioning procedures set forth in the Collection Procedures.
2. Ethics – UCCS faculty, staff and Collection Committee members shall adhere to the UCCS Code of Ethics and the Code of Ethics for Museums set by the American Alliance of Museums.
3. Documentation –The maintenance of clear, accurate, complete, and accessible records on the identification, location, and condition of UCCS collection objects is the responsibility of the UCCS Controller’s Office. All documentation shall be prepared and maintained in accordance with the Collection Procedures. Works acquired must be accompanied by legal documentation of title and property transfer.
4. Deaccession – Although UCCS considers the Collection to be permanent, an acceptable, ethical procedure must exist for the deaccessioning and disposal of works of art from the Collection. Procedures for such practices are necessary to maintain the strength of the Collection and to manage the cost of maintaining the Collection. Works of art may be removed from the Collection by recommendation from the Collection Committee and in accordance with the Collection Procedures. While selective disposal is an important part of collection building, care should be taken to err on the side of inclusion, rather than exclusion, of an individual object in the Collection. Permanent removal and disposition of deaccessioned objects from the Collection shall be done in a public, ethical, and legal manner. Funds received from the sale of any deaccessioned work of art will be used only for the accession and care of works of art.

5. Access – As set forth in the Collection Procedures, and as staffing, resources, and funding allow, works in the Collection shall be accessible for legitimate research and study by University of Colorado faculty and faculty-sponsored students as well as preapproved non-University scholars and members of the public. The catalog, accession and archival records shall be treated as public information. Restrictions apply to donor contact information, names of anonymous donors, current valuation research and appraisals for gifts, unpublished material, and object location information.
6. Reproduction and Copyright –Rules and procedures regarding reproduction and copyright matters are set forth in the Collection Procedures.
7. Loans - As UCCS does not actively participate in loaning objects, the Collection Committee does not oversee loans of artworks to or from the collection. Individual collections managers, curators and units are responsible for incoming and outgoing loans per their individual unit policies.
8. Care and Maintenance – UCCS faculty and staff shall follow standards set for best practices in museums and the Collection Procedures in caring for and maintaining the Collection. UCCS is committed to the prudent management of the Collection, including the appropriate display, storage, security and conservation of the Collection. UCCS faculty and staff members should be aware of their personal responsibilities to preserve and protect the Collection at all times. The Collection Committee shall initiate a complete inventory of the Collection upon effectiveness of this policy, and periodically thereafter for accounting and conservation purposes.
9. Risk Management—The Collection is insured through the University of Colorado Risk Management Insurance Fund.

III. KEY WORDS

- A. Accessioning
- B. The Collection
- C. The Collection Committee
- D. Deaccessioning.

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
 1. [UCCS Collection Acceptance, Accession and Management Procedures](#)
- C. Forms
- D. Guidelines

E. Other Resources (i.e. training, secondary contact information)

F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval January 9, 2014