



RUTGERS POLICY

Section: 20.1.14

Section Title: Administrative Policies, Procedures, and Services

Policy Name: Artwork and Fine Arts – Borrowing and Acquisition

Formerly Book: 6.5.6

Approval Authority: Executive Vice President for Academic Affairs

Responsible Executive: Executive Vice President for Academic Affairs

Responsible Office: Zimmerli Museum

Originally Issued: 9/1978

Revisions: 12/1980

Policy:

20.1.14 ARTWORK AND FINE ARTS – BORROWING AND ACQUISITION

The University's collection of paintings and other art objects is a large and valuable one. Each object is inventoried and catalogued, and the entire collection is administered by the Department of the Fine Arts Collection. Items not on exhibit or stored for future exhibits may be borrowed by University departments for display and decoration. In addition, the Department of the Fine Arts Collection assists and advises other departments in the purchase of objects of art.

A. To Borrow a Work of Art:

1. If your department would like to borrow a work of art, contact the Fine Arts Collection for an appointment to view available objects. Borrowed objects are the responsibility of the head of the borrowing department, who must make arrangements for delivery, installation, and return.
2. Returning the Object: Return the object to the Fine Arts Collection if it is no longer needed or if the individual responsible for the object leaves the University.
3. Report of Damage or Loss: Contact the Department of the Fine Arts Collection immediately if the borrowed object is damaged, lost, or stolen.
4. Change of Location: Because of insurance requirements, the Department of the Fine Arts Collection must have a record of the location of each art object. If the location of a borrowed object is changed, report this as soon as possible to the Department.
5. Annual Inventory: Once each year the Department of the Fine Arts Collection takes an inventory of art objects. Each department head will receive an inventory sheet listing items borrowed; this must be verified and signed by the head of the borrowing department and returned to the Department of the Fine Arts Collection.

00015530.1

All regulations and procedures are subject to amendment.

Page 1 of 2

- B. Acquisition of Works of Art: Works of art purchased by University departments or with University funds become a part of the University Fine Arts Collection and are appraised for insurance purposes and catalogued by the Department of the Fine Arts Collection. Departments contemplating purchase of a work of art should prepare a memorandum to the Department of the Fine Arts Collection listing the purchase price, description of the object, and acquisition source. The Department will either concur in the proposal, in which case a requisition is prepared and processed, or will suggest other sources of supply. When the work is acquired, the Department will make arrangements to appraise and catalogue it.