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**Topic**
Development & Gifts Administration [1]

**Policy Number**
450-15

**Reviewed Date**
March 20, 2007

**Responsible Office**
- Office of the Executive Vice Chancellor and Provost [2]

**Purpose**
This policy governs acceptance of, liability for, and placement of campus art, non-art gifts intended for campus beautification, and memorials.

**Definitions**

**Chancellor's Art**

Works of art in campus common areas that have been given to the Chancellor for the campus, acquired, or commissioned by the campus.

**School and Departmental Art**

All art pieces located in space assigned to schools, departments, institutes, or other instructional and research units responsible to schools, unless on loan from another unit.

**Policy**

All artwork offered as a gift to any party of the University must be formally approved by University Development in compliance with Administrative Policy 450-11, Acceptance and Acknowledgement of Gifts and Private Grants [3].

**A. Accepting Works of Art**

Development officers must ensure that works of art, artifacts, and portraits are of value to the campus, desirable, and in conformance with University policy. Gifts of art, artifacts, or portraits should not be accepted informally or verbally. Terms should be set forth in writing by the donor. To ensure adequate review of proffered gifts, gift offers shall be reviewed and approved by the head of the designated academic or administrative unit prior to acceptance.

**B. Chancellor's Art**

1. The Chancellor's Committee on Art, Honors, and Recognition, in coordination with
University Development, shall make recommendations to the Chancellor regarding acceptance and placement of Chancellor’s Art in all common spaces excluding Mission Bay. Separate guidelines have been established for the acceptance of art for the Kalmanovitz Library.

2. The Mission Bay Art Committee, in coordination with University Development, shall make recommendations to the Chancellor regarding acceptance and placement of gifts of artwork for the Mission Bay campus.

C. Other Campus Art

Upon acceptance of the artwork, the schools, departments, the Graduate Division, hospitals, and outpatient units have custodial responsibility for works of art in their respective areas.

D. Responsibility for Insurance

All units with custodial responsibilities may elect to insure art for which they are responsible. In order to obtain insurance, it is mandatory that the donor obtain an appraisal of the artwork. Insurance may be obtained through campus Risk Management and is usually the financial responsibility of the custodial department or unit.

E. Memorial or Gift Trees, Benches, Plants, and Plaques

Proposals regarding memorial or gift trees, benches, plants, and plaques are subject to the criteria and two-year time requirement stated in sections VII. B. and C. 1. and 2. of Campus Administrative Policy 600-21. The Senior Vice Chancellor - University Advancement and Planning is authorized to review and approve all proposals as well as the final placement of the object donated. Upon direction of the Senior Vice Chancellor - University Advancement and Planning, Campus Planning shall: coordinate the acceptance of memorial or gift trees, benches, plants, and the like; consult the Committee on Art, Honors, and Recognition regarding placement; and subsequent to this discussion, recommend a location to the Senior Vice Chancellor - University Advancement and Placement for final approval.

Wording on plaques and their installation must be coordinated with University Development, and related expenses must be covered by the donor’s gift.

Responsibilities

Contact Responsible Office (see above) with any questions.

Related Policies

- 100-12 - Library
- 450-11 - Acceptance and Acknowledgement of Gifts and Private Grants
- 600-21 - Naming of University Properties, Programs and Facilities

References

None provided.