

## **ADMINISTRATIVE PROCEDURES FOR ART COLLECTIONS**

(Attachment for Policy No. 719)

### **Delegation**

The Board of Education is charged with the stewardship of the District's art collections. The Board of Education designates the Superintendent or his or her designee to ensure the professional collection management including security, registration, documentation, conservation, and professional standards of works of art owned by the District as part of its art collections.

### **Care of the Collections**

All items in the School District of Philadelphia's art collections are to be kept unencumbered, cared for, and preserved. Conservation is essential to the stewardship of the District's art collections. The District's efforts shall be guided by an absolute respect for the integrity and conservation of the art collections.

Works of Art within the District's art collections shall be maintained in the best condition possible. The items in the collections shall be physically examined at least biennially (once every other fiscal year) to assess the physical condition of each. The District shall provide a stable and appropriate climate for all works of art in the collection that are on public view in administrative buildings as well as those in offsite art storage. The art collections shall be protected from excessive light, heat, humidity, and dust.

For works of art located in schools, routine maintenance and security shall be the responsibility of the school in which the artwork is located.

### **Insurance**

The District shall insure its art collections against loss or damage. Losses or damage to any works in the art collections must be reported immediately. The District shall regularly review the type and amount of insurance carried for the art collections; and shall determine the insurance value of the objects in the art collections.

Opinions on current market values of works of art in the art collections, including the source and date of the opinion and the value ascribed, should be recorded and kept on file.

### **Loans**

Materials from the art collections may be loaned to museums, universities, and other appropriate public institutions for research and/or exhibition purposes. Items from the District's art collections shall not be loaned to individuals.

Any borrowing institution must be able to ensure the safety of the loaned items; and a current facilities report must be provided before a loan is approved.

The maximum duration of any loan shall be one year, but may be subject to renewal. A record of all loans shall be maintained as part of the District's permanent records.

Requests for loans should be submitted in writing to the Office of The Arts & Academic Enrichment.

**Sale**

A work of art listed in The School District of Philadelphia's catalogue or inventory of works of art may not be sold without authorization of the Board of Education. Any revenue received from the disposition of any item in the District's art collections shall be retained in a separate account, and such funds shall be used solely to maintain, conserve, preserve and acquire other works of art in order to strengthen the District's art collections.

**Commercial Use**

At the discretion of the Superintendent or designee items in the District's art collections may be made available for reproduction. The Superintendent or designee shall be the judge of quality control, selections, and marketing.

Such use shall be consistent with the intentions of Policy 719. Copyright for reproduction of the items from the District's art collections shall remain the property of District or of any charitable trust created to act on behalf of the District for purposes of the District's art collections.

Proceeds from the sale of reproductions shall be used to support art education programs of the School District of Philadelphia.