

Provo City School District
Policy Series 4000: Curriculum, Instruction & Assessment



4350 P1

Art Collection

Part I: Administration

As a fixed asset, artwork belongs to Provo City School District. Schools that obtain artwork maintain only the rights specified below. Protection/Maintenance of the artwork rests with the site housing the work.

A. Ownership and Responsibility of Maintenance

When a site is deemed to be unable or unwilling to house, maintain and display the art, the piece will revert to the District Art Committee, which will then redistribute the art to a site able to provide appropriate care. If the site desires to exchange a piece, or no longer house a piece, the District Art Committee is responsible to remove, protect, store or preferably place the piece.

B. Maintenance and Security

Each school is accountable for the art collection's exhibition, security and educational uses. The principal is guardian of a school's assets. District assets may be made available to assist with maintenance issues. Any concerns regarding maintenance and security must be communicated to the District Art Committee.

C. Disputes

In case of disputes regarding the disposition of a work of art, the District Art Committee becomes the mediator and has final decision-making powers to resolve the matter.

D. District Art Committee

The District Art Committee will include: The District Media Specialist, member of the District Business Office, a member of District Curriculum (preferably the District Art Specialist), and others as needed.

E. District as Collector

The District Office may temporarily borrow art from the district collection or may receive art by gift, but should not actively build a "District Office" art collection. The district office will direct its efforts to display artwork for educational purposes at individual schools. Artwork is intended for educational use and only secondarily as a display of District efforts to support education. As such, there should be little to no display of these original works in offices.

Part II: Exhibition

The District Art Committee has the responsibility to equitably distribute the District's art assets so each school has a representative share of the district collection. The committee retains

authority to move artwork between schools to optimize the collection's utility in teaching children.

A. Security:

All works of art should be displayed in a secured manner. (See III A)

B. Location of Displays

Artwork should be displayed in locations where it will realize the best exposure to children.

C. Lighting

All works of art, especially fragile art works on paper, which are behind glass, (such as watercolors) should be kept out of direct sunlight and unfiltered UV, florescent lighting. Display sculpture in a well-lit part of the room, preferably facing a light source. Avoid situations in which light is shining from behind the sculpture. Natural lighting from windows or skylights is preferred.

E. Proximity of Pieces:

It is preferable to display a large portion of the school's art collection together. This makes for a greater impact and combats the seeing of art as mere decoration.

F. Labeling/Title Card

All artwork should be properly labeled. The label/title card should include the name of the artist, title of the piece, date of piece and its medium. Donor credit and artist biographical information may also be noted. An identifying label may be placed near the work of art on the

Part III: Security and Documentation

A. Security

1. Thoughts should be given to exhibiting art at heights and locations to optimize both view-ability and security.
2. Any defaced or damaged work of art should be removed immediately from exhibition for repair. Damaged work invites further vandalism.

B. Documentation

1. Digital documentation must include a school or district administered art inventory and a photographic identification of each original work of art. Date of acquisition and donor name must be recorded in a database.
2. An inventory database will be maintained by the District Art Specialist with support from the District Media Specialist.

Part IV: Storage

School district art should be exhibited at all times to eliminate the need for storage facilities. Art removed for repair should be prepared for display as quickly as possible. When the size of the collection is optimized, there should be little or no need for storage.

Part V: Presentation and Conservation

A. Presentation of Art Work

1. Framed artwork: Each painting, drawing or print should have a proper frame with the work of art well secured in the frame.
2. Secure Wiring: Braided picture wire for hanging should be in good condition and screw eyes securely placed into the frame.
3. Foam-Core: Foam core backing should be placed on the back of the stretcher-bars for pictures on canvas.
4. Glass: All pieces should be protected with glass or Plexiglas. Broken glass or scratched Plexiglas must be replaced.
5. Sculpture: Sculpture kept indoors should be lightly dusted regularly with a clean cotton cloth. It should need no further cleaning. Many sculpture materials are designed to take on a patina, or change color, as they age.
6. Security Labels should be attached to the frame or the foam core backing.

B. Conservation

1. Matting: All matting must be of archival quality, acid-free and of pH-neutral materials.
2. Restorers: Only qualified restorers may conserve artwork that is dirty or marred in any way. Qualifications will be based on the restoration need as determined by the District Art Committee.

Part VI: Acquisition and Deaccession

A. Acquisition

1. Purpose for Acquisition

The purpose for acquisition is to improve the collection's ability to instruct youth and represent the District as a student-focused entity.

2. Authority and Process

- a. All questions of acquisition should be resolved through the District Art Committee.
- b. Student involvement is encouraged to build the District art collection.

3. Criteria for Acquisition

- a. Acquisition of additional original works of art to the District art collections shall include, but not be limited to, visual fine arts, i.e., paintings, sculptures, drawings, photos, ceramics, fiber weavings, original prints (woodcuts, etchings, silk screens, lithographs, etc.)
- b. To ensure the quality of art acquisitions, the District Art Committee will attempt to acquire works of art that are of high educational value.
- c. No conditions may be attached to any donations of art.

B. Deaccession and Disposal

1. Purpose for Deaccession and Disposal

- a. Deaccession and disposal of art may be a legitimate part of the care of collections, and a procedure focusing upon deaccession is intended to improve upon the overall quality and educational focus of the District's collection.

- b. Deaccession shall not serve to provide operating funds. Proceeds from disposal must be treated as funds for the District's art collection for acquisition, conservation and preparation.

The District art collection need only have as many pieces as principals want on their sites, or that will be used for instruction of the students.

2. Criteria for Deaccession

- a. Sales and trades should be made for the recent appraisal value of the object or better. The Board may consider other offers.
- b. Artwork should be considered for de-accession if kept in storage, displayed in offices, or if not being used in instruction or conveying the current values and focus of the district. Art is intended as more than décor.
- c. Artwork should be de-accessed if it causes undue security or maintenance burdens, i.e. extremely valuable, or oversized. Extreme value is defined here as over \$1,999.

3. Other Considerations

- a. It is imperative that records, photographs, etc., of the deaccessioned work and the factors surrounding its disposal be kept.
- b. A new appraisal should be made of each object of substantial value considered for deaccessioning (certified appraisal.) Certified appraisals are not necessary if the piece is valued at \$500 or less.

4. Interest of the Donors

- a. Donated artwork must be kept at least twenty-four months from acquisition date. (IRS ruling)
- b. When a donated object is disposed of and the proceeds are used to acquire a new art piece, the original donor's contributions should be acknowledged. (This piece acquired by a generous donation of)

Part VII: Loaning out of Pieces within the District Collection

- 1. Artwork may be made available for exhibition for professional institutions when such loan is consistent with the mission of the collection to educate our children. No individual may borrow artwork.
- 2. Approval for loans must be made through the District Art Committee.
- 3. Loaned artwork must be insured for appraised amount by the borrower and the insurance coverage documented and on-file with the district.

Part IX: Concluding Guidelines

Art in the schools form a priceless repository of our cultural heritage. Having original art is not as important as caring for it and using it to some positive educational purpose. We have seen the destruction and the melting away of too many works of art by well- intentioned but ill-informed schools. Now is the time to focus District artwork exclusively on its educational merits and ability to represent the culture of the District and its schools.

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