

# OLD DOMINION UNIVERSITY

## University Policy

Policy #2500  
VISUAL ARTS COLLECTION POLICY

the

American Alliance of Museums Standards and Best Practices

Collection Committee Appointed by the Dean of the College of Arts and Letters as needed, this committee approves all recommendations of works to be accessioned and deaccessioned from the Collections. This committee should be comprised of at least one full time faculty member from the Art Department.



and archives and interpretive material related to these works. The collection shall include documentation of individuals and cultural groups as well as objects that illustrate the history of arts and crafts in Virginia and North Carolina as well as American self and folk art.

- Study Collection: The Study Collection contains objects and artifacts useful to the development of hands-on educational programs presented by the Gallery and the University in interpreting the permanent collections and the process of making the works in the collections. Objects in the study collection are readily available or duplicate objects and are not accessioned into the permanent collection. They may include printing plates, restrikes, photographic copies and reproductions, and other materials specific to create.

3. DeaccessionTheUniversity and Gallery have the right to deaccession in order to dispose of or transfer objects from its collections after due consideration in a manner consistent with professionally accepted standards and in the best interest of the University and the Gallery. An object recommended for deaccession must meet at least one of the following criteria:
  - a. The object has ceased to have relevance and consistency with the University's or Gallery's purposes and activities.
  - b. The object has deteriorated beyond usefulness and/or the University or Gallery's ability to conserve it.
  - c. The object is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other objects and/or the health and safety of the University community.
  - d. The University or Gallery is unable to continue to provide care and storage for the object in keeping with professionally accepted standards.
  - e. The object's care and storage are more expensive than the value of the object as it relates to the University's or Gallery's purposes and activities.
  - f. The object has failed to retain its identity or authenticity.
  - g. The object is replaced with a similar object of greater significance, quality, and better condition.
  - h.

Incoming Loans of Artifacts The University and/or Gallery may borrow objects from institutions by

- Deterioration, mutilation, loss, or dislocation of objects and/or collections records.
- Undue interference with the administrative, professional, and technical operations of the Gallery
- Undue impact on the furnishing of services to other Galleries.

Authority for permitting and monitoring access to and use of the collections and collections records is shared by the Gallery Director and director's designee. Should questions arise regarding proper, legitimate access to and use of the collections and collections records, University Counsel will be consulted.

Reproductions of Objects in Collections The University and Gallery reserve all rights for the reproduction of objects in the collections. No commercial reproduction (replica manufacture of any sort) is permitted without a written agreement approved by the Gallery Director and Dean of the College of Arts and Letters. In general, educational or commercial reproductions of objects will not be approved. The University reserves

object to the University and shall be legally binding when signed and dated by both parties. A copy of the deed of gift shall be provided to the donor, and deed of gifts shall be kept on file in the Office of University Advancement with copies to the Gallery Director and Curator.

- ii. If the object is to be bequeathed, a copy of the pertinent section of the will should be provided by the attorney or executor and shall be kept on file in the Office of University Advancement with copies to the Gallery Director and Curator.
- iii. If the object is to be purchased, the bill of sale or receipt will be kept in the Office of University Advancement with copies to the Gallery Director and Curator.

## 2. Deaccession

- a. A written deaccession request listing the reason(s) for deaccession and recommended means of disposal must be signed by the Gallery Director, Curator, and the Dean of the College of Arts and Letters before submission to the President's Office and University Counsel.
- b. The deaccession request must be approved by the President or designee in order to authorize the Gallery to proceed with the deaccession and disposal.
- c. If an object is a gift-kind donated for the sole purpose of benefiting the University, college or program as the University sees fit and is recommended for deaccession, it should be reviewed by the Collections Committee to determine if the work meets the requirements to be accessioned into the permanent collection prior to its deaccessioning and disposal. If these requirements are met, the object is to be transferred to the permanent collection.

## 3. Incoming Loans of Artifacts

- a.

- b. A Standard Facility Report will be submitted to the Gallery Director by the proposed borrower. The Dean of the College of Arts and Letters and/or University Counsel's office will jointly review the written loan request and the completed Standard Facilities Report to determine if the proposed borrower meets professional standards.
- c. If professional standards are not met by the proposed borrower, the Gallery Director or the Curator will notify the proposed borrower.
- d. If professional standards are met by the proposed borrower and if the loan of the object(s) will not endanger its physical condition or interfere with the Gallery's own exhibition and/or research needs, the Gallery Director may make a written recommendation to the Dean of the College of Arts and Letters to approve the loan. Upon approval by the Dean, the Gallery Director is authorized to proceed with the outgoing loan.
- e. An Outgoing Loan Agreement



- i. The University reserves the right to deny a request for photographs of the University's collections if fulfilling the request would lead to one or more of the following conditions:
- endangering the physical security of the collections
  - undermining the intellectual integrity of the collections
  - posing an excessive administrative burden
  - violating the terms of a loan
  - infringing on copyrighted material
  - involving a use for illegal or unethical purposes
  - violating privacy, publicity, or other personal rights of

## POLICY HISTORY

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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Robert Wojtowicz  
Responsible Officer

July 14, 2015  
Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks  
Chair, Policy Review Committee (PRC)

March 24, 2015  
Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Chandra de Silva  
Responsible Oversight Executive

August 10, 2015  
Date

University Counsel Approval to Proceed

R. Earl Nance  
University Counsel

August 11, 2015  
Date

Presidential Approval:

/s/ John R. Broderick  
President

August 11, 2015  
Date

Policy Revision Dates: August 11, 2015

Scheduled Review Date: August 10, 2020