

FACILITY POLICY
V. J. and ANGELA SKUTT STUDENT CENTER

SECTION Space Use			NO. 7.1		
ISSUED April 8, 1997	REV.	REV.	REV. TBD	REV.	REV.
POLICY Art Collection Program			PAGE 1 OF 3		

PURPOSE: To facilitate understanding and appreciation through exposure to the arts and provide for the equitable acquisition of works by university artists.

SOURCE: Skutt Student Center Art Committee and Skutt Student Center Advisory Board

POLICY:

Art Coordinator

The Skutt Student Center art coordinator will assemble and direct the Skutt Student Center Art committee and program.

Skutt Student Center Art Committee

1. The committee will advise and assist the Skutt Student Center director and Skutt Student Center Advisory Board in decisions and procedures concerning artwork and to provide art department resources.
2. The committee will be limited to six members.
3. Membership will consist of students and faculty and will include at least two representatives from the Fine Arts Department and at least one representative from the Student Art League.
4. Meetings will be held at least once a semester.
5. Motions will be passed by a majority of votes.

Interior Acquisitions

Purchases

1. The Skutt Student Center Art committee will conduct an annual campus-wide application process in conjunction with an arts show held in the Skutt Student Center. Thereafter, the Art Committee will review the applications and recommend no more than twelve pieces to the Skutt Student Center Advisory Board. The Skutt Student Center Advisory board will select an appropriate number of pieces to purchase with respect to available funds and display space.

2. Applications may also be administered at any Creighton University affiliated art show. The Art Committee may recommend no more than five pieces per show to the Skutt Student Center Advisory Board.
3. The Art Committee may spend up to one-third of the annual art budget on works at thesis shows. The Skutt Student Center director will approve the pieces before purchase.
4. Guidelines:
 - a. The purchasing application process will be open to the study body, faculty, staff and alumni.
 - b. At least 75% of art purchased will come from students. Remaining purchases will come from faculty, staff and alumni.
 - c. Appropriate locations and methods of display will be determined by the Art Committee before being submitted to the Skutt Student Center Advisory Board.
 - d. Acquisitions will complement the chosen display area and be consistent with University values and the Skutt Student Center Artwork Mission Statement.
 - e. A Skutt Student Center Artist Contract/Release Form will be completed for all acquisitions.
 - f. Works submitted by the Skutt Student Center Art Committee will represent a variety of media including sculptures, ceramics, paintings, drawings, photography, prints and multimedia works.

Commissions:

If funds are sufficient after the annual application process, the Art Committee may choose to advertise and accept proposals for a commission. The Art Committee will submit no more than five proposals for approval by the Skutt Student Center Advisory Board. Commissions are subject to the guidelines listed above for purchases.

Donations:

Donations from all organizations and individuals may be submitted by the Art Committee for approval by the Skutt Student Center director. Donors will receive a tax receipt.

Interior Deacquisitions:

The SSC Art Committee will submit works with a recommended method of deacquisitions to the Skutt Student Center director. The director may approve sales, donations or exchanges. Destruction may be considered in cases of significant deterioration and/or damage. The director will approve the selling price of art in accordance with University guidelines for disposal of property. Significant works will be appraised before sale. Proceeds from sales will be added to the Art Committee's budget. Donations of artworks will be made to campus departments through advertisement.

Funding:

The Art Committee will have a budget allocated annually by the Skutt Student Center for the acquisition of artwork and related fees. Residual funds from the year's budget will remain in the art account. However, when funding is to be allocated, if the residual account is in excess of \$10,000.00, funds will not be allocated for that year. Requests to cover expenses exceeding the budget may be made to the Skutt Student Center director. The director will approve and handle withdrawals and deposits within the account.

Storage:

Efforts will be made to the lend works not on display to other campus departments. Requests may be made to campus departments to store pieces in their facilities. Liability forms will be completed for pieces stored outside the Skutt Student Center.

Liability:

Skutt Student Center Art Release/Insurance Forms will be completed for incoming and outgoing pieces in shows and for those on loan. The Art Committee submit incoming and outgoing loans for approval by the Skutt Student Center director.

Rotation:

Artwork on the art wall and other high-traffic areas will be rotated frequently and be the primary locations for artwork on loan.

Art Collection Mission Statement:

As an addendum to this policy is the mission statement of the Skutt Student Center's art collection.

Signature/Date
Skutt Student Center Advisory Board Member

Signature/Date
Vice President for Student Services
Or Designated Representative