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## Artwork Management

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### POLICY STATEMENT

All district-acquired artwork is intended to support the student learning environment and instructional programs. Full-time visual arts faculty and college administrators will produce and maintain Artwork Management procedures to acquire, inventory, loan, place, reposition or dispose of artwork district wide.

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### PROCEDURE

“Artwork Management Proposal” forms, available in ART Division offices, are sent to the Division Assistant Dean for review by their full-time ART faculty with related expertise.

The Division Dean will notify and confer with the Dean of Instructional Support if there is sufficient interest. If a committee is then deemed essential based on the conference, the Division Dean will select a full-time ART faculty with related expertise as committee chair and assemble a committee determined by the project scope and proposed action. Membership will necessarily include full-time ART faculty. The Dean of Instructional Support committees will serve their respective responsibility areas of Yavapai County.

The procedure will define the project by determining if an agreement is required, if any funding is involved, listing the involved principals and interest areas and determining if the project includes an acquisition, loan, placement, repositioning, de-acquisition or disposal of artwork.

Procedure considerations for the Yavapai College art collection will include:

- Instructional significance
- Concept, design and craft
- College and county community sensitivity
- Location issues
- Presentation aspects (framing, concrete pads, etc.)
- Maintenance considerations
- Timing
- Certification of Authenticity
- Funds garnered from de-acquisition (will benefit the Yavapai College Art Gallery)

- Physical structures and barriers
- Lighting control
- Inventory and tracking (Property/Energy Control Specialist)
- Safety, security and liability
- All related agreements and memos of understanding
- Funding or endowment considerations Final committee recommendations will be made to the supervising Division Dean who will confer with their Dean of Instructional Support

After reviewing the final committee recommendation, the Dean of Instructional Support will forward a recommendation to the President (or President's designee). If artwork is intended to be accepted as a gift, the Yavapai College Foundation will be notified for their gifting and tracking process.

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## **POLICY HISTORY**

Adopted June 28, 2005

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