

Responsible Officer: Foundation/ President of the College

Responsible Office: Foundation/ President's office/ College Operations Council

Draft Version: February 27, 2023

ART COLLECTION MANAGEMENT POLICY

I. Policy Statement

Clackamas Community College (CCC) is committed to enriching the aesthetic experience of individuals at the college and in the community by advocating for the acquisition, display, maintenance, and conservation of works of art of the highest quality and/or educational value in the College's Art Collection.

II. Reason for Policy/Purpose

The mission of the CCC art collection is to add works of art to the collection on the basis of their potential value as objects of aesthetic or educational importance or for use in exhibition, research and/or educational programs:

1. To preserve, promote, and provide access to the CCC Art Collection.
2. To aid in obtaining works of any medium, era, or culture which add to research, teaching, learning and community engagement at the College.
3. To create a framework for management of the Art Collection. The guidelines outlined in this policy are consistent with the professional standards and best practices defined by the [American Alliance of Museums \(AAM\)](#).

III. Applicability

This policy was created to develop and maintain the College's Art Collection at the highest level within available resources. The Art Collection consists of:

- Works of art in the possession of CCC as listed in CCC Art Collection
- and
- Any works of art approved for acquisition subsequent to the effective date of this policy by virtue of their significance and value as educational resources and sites of opportunity for scholarly discourse and cultural awareness.

The policy governs:

- The accession, protection, and in the rare cases when necessary, deaccession of works of art in the Art Collection.

- The disposition of proceeds, if any, from deaccessioned works of art.

This policy does not govern:

- Works of art on loan from individuals or other institutions for display at the Alexander Gallery and other exhibition spaces.
- Works of art that are temporary in nature and do not require an Art Loan form.
- Works of art created by staff and current students.
- Art purchased by a department for display in, or adjacent to, a department assigned space.
- Art in staff offices.

This policy applies to all college employees and employees of the Clackamas Community College Foundation who are responsible for the proper use and control of college-owned or managed works of art. Employees include all full, part-time, and temporary staff, administrators, and grant-funded employees.

IV. Definitions

Accession - The process of creating a permanent record of a work of art, assemblage, or collection received from one source at one time for which the College has custody, right, or title, and adding to the College’s inventory list.

Acquisition - The act of gaining possession of a work of art; or, a work of art so acquired.

Art Collection - Works of art in the possession of the College as listed in the CCC Art Collection.

Art Acquisition/ Advisory Committee/ Ad Hoc group - An Ad Hoc group or committee of faculty, staff, and students. This committee shall be connected to the College Operations Council and shall work and communicate with the Foundation, the President’s office, the DEI executive and College Services Dean. The committee shall comprise of a minimum of 5 individuals and shall include:

- CCC Foundation Representative
- Art Department FT Faculty Representative
- Art Department CCCAF Representative
- Non-Art Department FT Faculty or Staff Representative
- Student (art-focused or ASG).

Deaccession - The permanent physical removal of a work of art and relinquishment of its ownership from the Art Collection. The deaccession may be for the purposes of exchange, or other type of disposal, or in rare instances, sale.

Provenance - The history of ownership of a work of art through authentication and documentation. Provenance can also include the exhibition history of the work of art.

Public Spaces - Campus spaces that are open and accessible to the general public, including spaces outside of buildings, building entrances, reception areas, courtyards, walkways, and corridors.

Work of art - The collection may contain works including paintings, sculptures, murals, drawings, original prints, photographs, monuments, textiles, films, videos, or installations.

V. Policy

1. Responsible Parties

The Art Acquisition/ Advisory Committee/ Ad Hoc group will typically meet on a quarterly schedule to advocate for the acquisition, display, maintenance, and conservation of works of art of the highest quality and/or educational value in the Art Collection. The committee shall make recommendations to the President on the accession and deaccession of works of art and other matters as described in this policy.

Overall administration of the collection, acquisitions, loans, deaccessioned works, rights and reproductions are managed by the Office of the President in conjunction with the Art Acquisition/ Advisory Committee/ Ad Hoc group/team.

The College's accession and deaccession processes follow all applicable Internal Revenue Service regulations.

REQUESTS FOR ACCESSION AND DEACCESSION consideration should be sent to artadvisory@clackamas.edu

2. Accession

Criteria for Accession

The following criteria shall be considered in acquiring works of art for the College:

1. Relevance to and consistency with the College's mission.
2. Aesthetic significance as worthy of a work of art for public display.
3. Significance of the artist(s) to the College and its diverse communities.
4. Alignment with the mission and vision of the College in terms of diversity, sustainability, engagement, creativity, inclusivity, and accessibility (**we need to develop an "Equity Lens" and include that document**).
5. Works of art which represent important new creativity and research connected to the College.

Conditions for Accession

The following conditions shall be considered in acquiring works of art for the University:

1. Appropriateness to site, including (for outdoor sites) adjacent architecture and landscaping.
2. Stability of the work of art in terms of its physical condition such that it does not present a burden to the College's resources or compromise the safety of other works of art already in the collection.
3. Provision for the storage, protection, and preservation of the work of art will be made in keeping with professionally accepted standards.
4. Safety of the college community, campus visitors, or campus buildings and grounds.
5. Ability to be sited in such a way as to minimize the potential of theft or damage to the work of art.
6. Requests for Accession consideration should be sent to artadvisory@clackamas.edu

Deaccession

Criteria for Deaccession:

1. Works of art in the Art Collection shall be retained permanently if they continue to be relevant and useful to the purposes and activities of the college, and if they can be properly stored and preserved.
2. The **Art Acquisition/ Advisory Committee/ Ad Hoc group** who take great thoughtfulness, care, and prudence, and shall align recommendations with the mission of the College's Art Collection, will make recommendations regarding deaccession.
3. In rare situations, the collection may be strengthened by deaccessioning a previously accessioned work of art. Deaccessioning is a legitimate part of the formation and care of the collection but will only be considered to improve the quality and appropriateness of the College's collection or eliminate duplication
4. A work of art shall not be sold for simple monetary gain or to support University programs or operations beyond the purview of the Art Collection.
5. Requests for Deaccession consideration should be sent to artadvisory@clackamas.edu

In order to be deaccessioned, the following criteria shall be considered:

- The work of art requires unforeseen substantial maintenance or repair, contains failing materials, faults of design or workmanship, or repairing or securing the work of art becomes impractical or unfeasible;
- It would benefit the collection to replace the work of art with another more significant work of art by the same artist;
- The location where the work of art is sited is going to be demolished, adapted, or is no longer suitable, and it is not possible to successfully incorporate the work of art into the redevelopment of the site, and there is not a suitable new site available for the work of art;
- The work of art endangers public safety;
- The work of art is irreparably damaged, or of little to no monetary or historical value.
- The work is deemed offensive, inappropriate, and unwelcoming based on the College's mission and DEI lens.

Deaccessioning Works of Limited or No Value:

- The Art Acquisition/ Advisory Committee/ Ad Hoc group will evaluate requests from students, faculty and employees of the College to deaccession works of art that are irreparably damaged, or of little to no monetary or historical value, and will make recommendations to the administration (President's office/ Executive team) regarding the deaccession of such works of art.

Works of Art as Sites of Controversy:

- If the work of art has been the source of significant, documented, adverse public reaction for a significant amount of time, and a broad range of students, faculty and staff who must come into regular contact with the work of art request its removal from view, it may be removed from view and retained for study purposes. Such demands for removal shall not be grounds for deaccessioning.

Financial Management:

- Monies received through donation or the deaccession of works within the collection shall be placed in a fund managed by the College Foundation or Office of the President.
- The Dean of the College of the Arts & Sciences shall decide upon the use of any monies based on the recommendation of the Art Acquisition/ Advisory Committee.

Insurance and Risk Management:

- The College is self-insured and has an art insurance policy covering fine arts and collectible objects of all descriptions.
- **The Office of the President** records the insurance value for the collection on an annual basis and is responsible for making insurance claims when appropriate.
- It is recognized that the collection is subject to various hazards that may cause damage, deterioration, or loss. Any damage or loss will be reported to the Art Acquisition/ Advisory Committee, and **Office of the President (Greer Gaston)**.

Records and Inventory Management:

Appropriately recording and archiving materials pertaining to the collection is of critical importance and shall be managed by the **Office of the President (Greer Gaston)**.

Collection Maintenance and Relocations:

Maintenance and relocation projects shall be reviewed by the Art Acquisition/ Advisory Committee/ Ad Hoc group and approved by the Dean of the College Services.

Requests for Images:

- Requests to photographically reproduce a work of art from the collection shall be referred to the PIO (Public Information Officer) who shall consider the appropriateness based on educational or scholarly purposes and or legal restrictions.
- The College may grant such permission only to the extent of its ownership interest in the work of art. Ownership will be confirmed by the Office of the President.
- If permission is granted, a digital image will be provided by the PIO or the Office of the President. Should new photography be required, costs shall be borne by the requesting institution or individual.

Commitment to Sustainability:

Sustainability is a critical part of the College's overall approach to the Art Collection's care, management, installation, preservation and conservation.

Links To Related Policies, Procedures or Information

[American Alliance of Museums \(AAM\)](#)
[Artwork Report Form](#)

[Copyright Law](#)

[Draft Procedures for the Art Management Collection Policy](#)

[Native American Graves Protection and Repatriation Act \(NAGPRA\)](#)

[Oregon Administrative Rule Division 475](#)

[PSU Gift Acceptance Policy](#)

[Visual Artists Rights Act \(VARA\)](#)

History/Revision Dates

Adoption Date:

Next Review Date:

Revisions: