



Policy Title: Art & Collections Policy

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Responsible Executive: Vice President of Finance

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Responsible Office: Financial Services

Art & Collections Policy

Policy Statement

The purpose of the Art & Collections Policy (ACP) of Baylor University (“Baylor” or the “University”) is to provide guidelines and standards for Baylor owned art and collections and to adhere to legal regulations and professional ethical principles.

Reason for the Policy

The ACP has been created to assure consistency, quality, and long-term care of art and collections held by the University as well as to provide complete and accurate record keeping, and insurance reporting. This policy applies to managing and caring for the University’s fine art, significant decorative art, significant artifacts, books and document collections purchased by or gifted to the University.

Individuals/Entities Affected by this Policy

All museums, libraries, and departments of Baylor University in possession of items that fall under the guidelines of the ACP

Exclusions

NONE

Related Documents and Forms

University Policies and Documents

Fixed Asset Policy

[Disposal of Surplus University Property](#)

Definitions

These definitions apply to terms as they are used in this policy.

Accession	The formal process used to accept and record an item as a collection object. [Museum Registration Methods 5 th Edition, 2011 (MRM5, 2011)]
Accession Number	A control number, unique to an object, the purpose of which is identification, not description. [MRM5, 2011]
Art/Collections	Includes items or works that meet all of the following criteria (as defined by Accounting Standards Update (ASU) 2019-03): a) held for public exhibition, education, or research in furtherance of public service rather than financial gain; b) protected, kept unencumbered, cared for, and preserved; and c) subject to organizational policy that requires the use of proceeds from items that are sold to be for the acquisitions of new collection items, the direct care of existing collections, or both. These consist of tangible objects held primarily for their cultural and social value, rather than their functional, operational, or economic value. They include items held because of their aesthetic nature as artistic impressions (works of art) or their association with historical events, accomplishments, persons, cultures, or eras (historical treasures). Items under this category will not be depreciated because they maintain or appreciate in value.
Art & Collections Coordinator	Manages and maintains the central database of Arts & Collections of Baylor University by working in coordination with the museums, libraries and individual collections. The ACC also works with Fixed Assets and Gift & Investment Accounting to record purchases and gifts as well as with University Compliance and Risk Services to ensure accurate values are reported for insurance purposes. Art & Collection items that do not fall under the care of individual museums, libraries or collections are considered to be part of the Baylor general collection that is under the care of the ACC.
Certificate of Insurance	A document, signed by the insurance company or its agent, which provides written evidence of insurance in force at the time of issuance. Museums or lenders often require certificates of insurance from one another before releasing objects on loan. [MRM5, 2011]
Climate Control	The ability to adjust and regulate the temperature and relative humidity of a particular environment. [MRM5, 2011]
Conservation	Maximizing the endurance or minimizing the deterioration of an object through time, with as little change in the object as possible. [MRM5, 2011]
Deaccession	An object that has been removed permanently from the collection. [MRM5, 2011]
Direct Care	Activities designed to care for and maintain the condition and value of collection items. Such activities may include, but are not limited to physical care, security, and preventative care from chemical deterioration, biological deterioration, mechanical deterioration, vandalism and theft. Physical care can include periodic reframing,

	cleaning and repairs of items in the collection due to physical damage and deterioration from environmental elements or age. Prevention and maintenance can include climate control, pest control as well as physical damage or theft prevention while displayed on campus.
Disposal	The act of physically removing an object or objects from the collection. [MRM5, 2011]
Incoming Loan	An object borrowed by an institution. It is an incoming loan from the perspective of the borrowing institution; such a loan would be an Outgoing Loan to the lending institution. [MRM5, 2011]
Loan Agreement	A contract between a lender and a borrower of an object or objects, specifying the object(s) and outlining the conditions of loan and the respective responsibilities of each party. [MRM5, 2011]
Outgoing Loan	An object lent by a museum to another institution. It is an Outgoing Loan from the perspective of the lending institution; such a loan would be an Incoming Loan to the borrowing institution. [MRM5, 2011]
Transportation	To ship, convey, carry, or transport by any means whatever and deliver or receive for such shipment, conveyance, carriage, or transportation. [MRM5, 2011]

Contacts

Subject	Contact	Telephone
Art & Collections Coordinator	Art & Collections Coordinator	254-749-5783
Fixed Assets	Sr. Accountant – Property, Plant & Equipment	254-710-8776
University Compliance and Risk Services	Insurance Program Manager	254-710-4586
University Central Libraries	Director, Central Libraries Special Collections	254-710-3200
Armstrong Browning Library	Director, Armstrong Browning Library	254-710-3825
Martin Museum of Art	Director, Martin Museum of Art	254-710-4734
Mayborn Museum	Collections Manager, Mayborn Museum	254-710-4835
The Texas Collection	Director, Texas Collection	254-710-6035

Responsibilities

Documentation/Accessioning	Each museum, library or collection, which are listed in the General Policy section of this document is responsible for documenting and accessioning items into their Collection. Items that do not fall under the governance of one of these entities will be documented and accessioned by the Art & Collections Coordinator (ACC). This is the process of recording items purchased by or gifted to the University that fall under the parameters of the ACP. This includes, but is not limited to documentation of gifts received through Advancement Gift Processing and Gift Accounting. Gift and purchase documentation can include, but is not limited to purchase/acquisition receipts, date of purchase or acquisition, value, condition, photographs and any other pertinent information.
Periodic Inventories	Each museum, library, collection or department in possession of art and collections will maintain up-to-date records of their inventory. A schedule will be set by the ACC in conjunction with Fixed Assets for rolling inventories of all Baylor owned art and collections. In the interim between inventories, the individual entities will work with the ACC regarding any changes in their collections.
Information Sharing	The Art & Collections database serves as a central hub of information for all Baylor University faculty, staff, students and donors.
Conservation/Care	Each museum, library and/or collection is responsible for the conservation and care of items within their Collections. This includes, but is not limited to monitoring items such as storage, climate control, pest control, conservation, handling of objects and disaster planning.
Insurance	The ACC will work with all museums, libraries, collections, and departments on campus to properly maintain values, location, and conditions of Baylor owned art and collections for insurance purposes. These values will be reported to University Compliance and Risk Services along with any changes in condition of the items or incidents that may result in claims. It is the responsibility of the entity in possession of the items to report any changes in value or condition as well as new purchases and gifts to the ACC so that they can be reported to University Compliance and Risk Services.

Statement of Purpose

Baylor University is committed to consistency, quality, and long-term care of art and collections and to provide a complete and accurate accounting of purchases made and gifts received by the University. This policy applies to managing and caring for the University's fine art, significant decorative art, historical artifacts, books, and document collections.

General Policy

Baylor University maintains art and collections in the University libraries and museums. Each of these entities maintains their own collections policies, practices, and records and is responsible for ensuring their collected works are documented, conserved, protected and made available for scholarly and student study as well as public access when and where appropriate. Entity collections policies must conform to the general framework and guidelines included in the ACP. The Director and/or Collections Manager of each of these collections will also work with the University's ACC to insure complete and accurate accounting of inventory, values, and any changes within their collections. The ACC will work with the University's Compliance and Risk Services department to confirm that all works are adequately insured, and will provide all necessary information such as current appraised and/or market value as well as the location of each work.

Collections of Fine Art, Significant Decorative Art, Historical Artifacts, Books, and Document Collections at Baylor University Include, but are not limited to:

- Armstrong Browning Library
- Central Libraries Rare Books and Special Collections
(Includes Moody, Jones and Crouch Fine Arts Libraries)
- Martin Museum of Art
- Mayborn Museum
- The Texas Collection
- W. R. Poage Legislative Library

Scope and Content of Collections

Each of the Collections is responsible for items that fall under their governance. All other items covered under the ACP are the responsibility of the department in which they reside as determined by the ACC.

Accessioning Procedures

To ensure that all acquisitions are properly recorded and Baylor's insurance carrier informed, museums, libraries, collections, individual departments of Baylor University are

responsible for reporting purchases of fine art, significant decorative art, historical artifacts, books, and documents to Fixed Assets in a timely manner. Advancement Gift Processing and Gift Accounting are also responsible for forwarding gift documentation to Fixed Assets in a timely manner. No item will be covered under Baylor's insurance policy until it is reported to the carrier. Purchases and gifts of art/collections are entered into the University's Fixed Assets database. The ACC maintains the inventory number assigned to each item in the Fixed Asset database, the accession number assigned in the Art & Collections database as well as the accession number assigned by the governing collection for inventory and tracking purposes.

Deaccessioning Procedures

Reasons for Deaccessioning Items from the Collections

1. The item is deteriorated beyond use or restoration.
2. The item is a health or safety hazard.
3. The donor has requested the return of the item.
4. The item no longer meets the needs of the department, collection or University. In this case, research must be done to ensure the University abides by tax guidelines, donor wishes and any governing legal agreements that may apply to the item.

Deaccessioning Procedure

1. An item being deaccessioned for health or safety reasons will be disposed of in a reasonably safe manner.
2. For guidelines in disposing of items deaccessioned for reasons other than health or safety concerns, please refer to Baylor's policy for disposal of surplus University property.
3. Any proceeds from the sale of deaccessioned items in the Collection must be deposited into an Art & Collections fund and may be disbursed only for
 - Acquisition of additional collection items
 - Direct Care and maintenance of existing items.
4. Notice is to be sent to Baylor University's Fixed Assets Manager and the ACC to ensure that the item is removed from the University's listing of assets and the university insurance policy. Notice should include a list of the items removed from the collection along with details of any proceeds received, if any items are sold.

Use of Artwork and Collections

Public Display

Most Baylor art & collections are available for public viewing or use, through permanent and temporary installations. Access to items not currently on display is provided at the discretion of the governing collection or department in coordination with the ACC.

Permanent Installations

Many Baylor Art & Collections are on permanent display in public and administrative areas on campus. The departments in which these items are displayed are responsible for the daily safety and maintenance of the items in coordination with the ACC. They are also responsible for notifying the ACC of any changes in the item or its location.

Temporary Installations

Baylor art & collections that are not on permanent display are available for temporary installations on campus or off campus through loan agreements, upon request and approval by the Manager of the collection at the discretion of the collection or department.

Storage of Collections

Baylor art & collections that are not on display are to be stored in a climate controlled environment if possible.

Loans

All loans are to be contracted via the use of the appropriate loan agreement. To initiate a loan, contact the ACC for the appropriate agreement.

Outgoing Loans

Outgoing loan agreements are to be completed for any item covered under this policy that is loaned out, either to another department or location within the University or to another organization, on a temporary or permanent basis at the discretion of the governing collection or department.

Incoming Loans

Items loaned to Baylor for display require an incoming loan agreement. Information needed for this agreement will include, but not be limited to Title, Artist, and current appraised value of the item so that it can be reported to University Compliance and Risk Services for insurance purposes.

Insurance

Baylor owned art & collections are covered under the Baylor University insurance policy. Items purchased by or gifted to the University must be reported to the ACC within seven

days of acquisition. The ACC will provide a listing of new collection items to University Compliance and Risk Services on a quarterly basis. Items are not covered under this policy until the insurance carrier has been notified.

Stolen or damaged art & collections must be promptly (within 24 hours) reported to the ACC and to University Compliance and Risk Services in order for an insurance claim to be filed. If theft or vandalism are suspected, a report must be made with the Baylor Police Department.

The ACC will work with University Compliance and Risk Services on the issuance of certificates of Insurance upon request.

Relocation of Works of Art of Other Items in the Collections

Departments in possession of Baylor owned art & collections covered under the ACP are responsible for informing the ACC prior to relocation of the item. Collection items should not be relocated, either to another location within the university or outside the university, without an approved loan agreement. A qualified fine arts shipper must be used for transportation of fine art pieces. Contact the ACC or University Compliance and Risk Services for assistance in identifying an appropriate shipper.

Baylor owned art and collections are covered during transportation after purchase, if the insurance carrier is informed prior to transportation. Items are also covered when transported to and from the University for repair or conservation services.

Care of the Collections

Documentation

All documentation associated with items covered under this policy (purchase/acquisition receipts, gift documentation, appraisal, photographs, provenance documentation, etc.) are maintained by the ACC and are available upon request and approval. Each museum, library and collection are responsible for maintaining documentation of items in their collections and will share this documentation with the ACC.

Collaboration within the University

The Baylor Art & Collections database is a collaborative organization of inventories of the museums, libraries and collections on campus. This combined inventory system provides accountability and ease in tracking current locations and insurance values of art and collections.

Physical Care

Each Museum, Library and Collection on campus is responsible for the physical care of the items in their collection.

Emergency Planning

Each Museum, Library and Collection on campus will work closely with University Compliance and Risk Services and Emergency Management and the ACC to ensure that they have an up-to-date emergency plan in place.

Maintaining Current Market Values for Insurance Purposes

The most recent appraisals of fine art, decorative art, significant historical artifacts, books, and document collections must be provided to Baylor's insurance carrier annually, upon request. If auction sales or other trends significantly affect the current market value of an item covered under the ACP, the change in value of the item should be reported to the ACC, along with documentation in support of the change so that it can be reported to the insurance carrier.