

DEPAUL UNIVERSITY



DePaul Art Museum Collection Accessions

Category: Academic Affairs - Operational

Responsible Department: Art Museum

Responsible Officer: Director, DePaul Art Museum

Effective Date: 1/25/2016

Policy Summary

Works of art added to the DePaul Art Museum collection should fall within the guidelines established by the DePaul Art Museum Faculty Advisory Board.

Scope

This policy affects the following groups of the University:

- Executive Offices
- Assoc. / Assist Vice Presidents
- Vice Presidents
- Deans

This policy affects all members of the above groups.

Policy

Proposals for additions to the DePaul Art Museum Art Collection and Study Collection, through gift, bequest, exchange, and purchase, are expected to fall within the DePaul Art Museum's Collection Development guidelines. All such proposals will be reviewed and recommended for approval by the DePaul Art Museum's Advisory Board.

Objects proposed for accession into the collection shall be physically available for board inspection before a vote. Objects should not be accessioned into the collection if their condition is poor, or if they present other obstacles to long-term care and preservation. The University will not accept objects whose title or provenance is unclear, or which violate Federal or international standards for the transfer of cultural property such as the International Council on Museums Code, as well as State and Federal laws regarding antiquities, human remains, and endangered species. Procedures for

formal accessioning of objects are described in the DePaul Art Museum's internal Collections Management policy.

The DePaul Art Museum should not be required to retain or exhibit objects in perpetuity. If in special circumstances a gift with restrictions is accepted, those restrictions shall be honored. Appraisals of gifts are generally required for donors to realize tax benefits, and those appraisals are to be performed at the donor's expense. The university can assist in identifying appropriate appraisers, but cannot provide legal advice. Upon an Advisory Board recommendation to accept an offer of gift, the DePaul Art Museum will obtain a signed and dated deed of gift from the donor, and said gift shall be acknowledged with a letter of thanks by the museum and the university. For record keeping purposes, one copy of the deed is given to the donor, one copy is retained by the DePaul Art Museum, and one copy is retained by the Office of the General Counsel.

Procedures

None

Divisional Collaborations

Development
Office of the General Counsel

Contact Information

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Appendices

None

History/Revisions

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Next Review Date: N/A