

Florida State University Museum of Fine Arts
Collections Management Policy
Endorsed Spring 1999 Revised Fall 2015

I. Mission Statement

“The purpose of Florida State University Museum of Fine Arts is . . . to enrich the university and community by exhibiting, collecting and preserving works of art which expand the understanding of art today and of the past ...”¹

The Florida State University Museum of Fine Arts Permanent Collection consists of close to 6,000 objects ranging from Old Masters to contemporary art in a large range of media.

II. Collections Management / Objectives

The Dean of the College of Fine Arts, the Museum Director and Registrar, and committee members from the Advisory Council, particularly from the disciplines of Art History and/or the Art Department, shall make determinations on matters of collections management. The Dean, so designated, will implement the transaction as it affects the Acquisition, Restoration, and Conservation Trust Fund. Six members constitute a quorum, and votes must be unanimous to recommend deaccessioning, accessioning, or exchange of any art object.

The Museum of Fine Arts is empowered by its mission statement to collect the widest possible range of high quality works of art from the most ancient to the most avant-garde, from all the world's cultures past and present in all visual arts media. Notwithstanding the broad collection objective, for the time being, resources will be allocated to artworks that build upon current Permanent Collection strengths. Gifts from current and former faculty of the College of Fine Arts are encouraged. Reference or archival materials relating to artworks in the Permanent Collection are also valid acquisitions. Utilizing the expertise of the faculty of Art History (Ph.D. program), Art Department, the Museum staff, and relevant department heads from the Advisory Council, recommendations for purchase will be considered and gifts accepted if they fulfill one of 4 requirements:

- 1) Objects are of instructional value consonant with the Museum's mission and intended for academic study or research.
- 2) The purchase/gift has a valid connection with the Museum's conscious effort to preserve the history of artists in this geographical region, especially faculty artists.
- 3) The objects relate to exhibitions organized by the Museum in its efforts to present programs of excellence and observe equity.
- 4) Objects are of aesthetic excellence.

The above collection objectives will be reviewed periodically to determine if new resources have emerged for development of the collection.

¹Excerpted from the Florida State University Museum of Fine Arts Statement of Policies

III. Acquisition

An essential component of the purpose of the Museum of Fine Arts is to collect works of art. The Museum of Fine Arts seeks to develop and maintain a viable Permanent Collection which will enable better exhibition programming and augment the teaching and research of the College of Fine Arts. Acquisition is the process of discovery, preliminary evaluation, negotiation for, taking legal custody of, documenting title to and acknowledging receipt of a work of art. An object can be added to the Permanent Collection by donation, bequest, purchase, commission, exchange (with any other university in the State University System), or other transaction whereby title of the object passes to the Museum of Fine Arts. The purchase or exchange of any artwork is subject to the regulations set out in Florida Statute 1006.58 [originally 240.52] (Appendix A).

When an object is considered for acquisition all reasonable effort must be made to determine that the present owner has clear title to the object and is legally free to engage in the transaction. No object will be knowingly or willfully accepted or acquired by the Museum of Fine Arts if it is known to have been illegally imported into, or illegally collected in, the United States of America contrary to state or federal laws or international regulations, treaties or conventions including, but not limited to, the *Native American Graves Protection and Repatriation Act* of 1990 and the *UNESCO Cultural Convention* of 1970. If any Native American human remains, funerary objects, sacred objects, or objects of cultural patrimony are acquired by exchange, donation or bequest the Museum will implement the procedures outlined in Procedures for Complying with the Native American Graves Protection and Repatriation Act (Appendix B). If possible and reasonable, all rights, title and interest will be obtained by the Museum of Fine Arts for all acquisitions, without restrictions or limiting conditions.

Acquisition Authority

Authority to acquire objects for the Permanent Collection that have a value (actual or estimated) of under \$3,000 US, as well as works from current and former FSU Faculty, is delegated to the Director and such acquisitions will be reported to the Advisory Council for their information on a regular basis. An Acquisition Recommendation will be prepared for each object with a value of \$3,000 US or more and will be presented to the committee members of the Advisory Council for their approval. The Acquisition Recommendation will detail the following information about the object:

- 1) Artist/Maker, title, medium, date
- 2) Method of acquisition and source of object
- 3) Market value (actual or estimated)
- 4) Restrictions and conditions (if any)
- 5) Source of funds
- 6) Provenance (if known)
- 7) Credit line

Works of art from Museum of Fine Arts exhibitions that have been documented through publication or given as gifts to the Museum of Fine Arts are an exception to the Acquisition Recommendation procedures. Works acquired under this exception will be reported to the Advisory Council for their information and are not subject to individual review having been vetted through approval of the curatorial project. All objects, irrespective of their value, must meet all the relevant criteria set out below before being acquired for the Permanent Collection of the Museum of Fine Arts.

Acquisition Criteria

To be acquired by the Museum of Fine Arts, by any method, an object must meet all of the following relevant criteria, unless exceptional circumstances prevail:

- 1) The object should assist the Museum of Fine Arts to fulfill its stated purposes and/or augment the teaching and research programs of the College of Fine Arts.

- 2) The present owner must have clear title to the object.
- 3) The documented provenance of the object is considered, after reasonable effort, to be legitimate and free of any legal and/or ethical concerns.
- 4) If the object is for sale or exchange the transaction must adhere to the regulations of Florida Statute 1006.58 [originally 240.52] (Appendix A).
- 5) If the object is for sale or commission, appropriate funding must be available for the transaction and fair market value must be negotiated.
- 6) The object must be free of donor imposed restrictions.
- 7) If possible, the object should be acquired with full intellectual property rights.
- 8) The Museum of Fine Arts must be in a position to care for the object and provide adequate storage, protection and preservation in keeping with professionally accepted standards.
- 9) The object should be in a good state of preservation, not largely reworked or restored (unless integral to the object), not requiring extensive conservation and free of physically hazardous attributes.
- 10) Works should be acquired in quantities that are within the Museum's collection management resources.

One or two of the above relevant criteria (with the exception of numbers 3 and 4) may be waived by the Director and/or the committee members of the Advisory Council if the acquisition of an object presents a unique and exceptional opportunity for the Museum of Fine Arts.

Acquisition—Financial Transactions

The purchase or exchange of any artwork in the Museum of Fine Arts Permanent Collection is subject to the regulations set out in Florida Statute 1006.58 [originally 240.52] (Appendix A). Universities within the State University System may enter into contracts, with or without competitive bidding, for the purchase of objects of art, art history, or natural history which are to be added to their collections. A purchase more than \$10,000 is also subject to Florida Statute 287.057 (Procurement of Commodities or Contractual Services) and should be consulted to determine whether competitive sealed bidding is required. There are exceptions under the statute for artistic services and for commodities that are available only from a single source. University Legal Counsel will be consulted if clarification of statute regulations is required.

Funds from the Acquisition, Restoration and Conservation Trust fund (or other appropriate existing trust fund established by Florida State University) may be used for the acquisition of objects for the Permanent Collection (refer Florida Statute 1006.58 [originally 240.52] (4/b/2)). The Dean of the College of Fine Arts, as delegated by the President of Florida State University, will oversee the financial transaction as it affects the designated trust fund.

No employee, representative or agent of a university of the State University System shall receive a commission, fee, or financial benefit in connection with the exchange of artwork, nor may they be a business associate of any individual, firm or organization involved in the exchange (refer Florida Statute 1006.58 [originally 240.52] (3)). No staff member of the Museum of Fine Arts will offer appraisals for establishing the tax deductible value of donated items. Appraisals and evaluations must be secured by the donor at his/her/their expense.

Accession Records

Accessioning is the formal process used to accept and record an object as a Permanent Collection item and show its legal ownership by the Museum of Fine Arts. All objects acquired for the Permanent Collection will be accessioned under the procedures adopted by the Museum of Fine Arts Registrar. Objects added to the Permanent Collection will be accessioned in a prompt and timely manner upon approval of the acquisition.

Any item acquired through donation, or bequest, will be acknowledged by a Deed of Gift form generated by the Museum of Fine Arts (unless a Donor specifically requests the use of his/her own form). A copy of the Deed of Gift will be filed in the Acquisitions Binder, and all signed originals will be kept in the Museum's curatorial files.

Items acquired through purchase will be recorded in a similar fashion with a copy of receipt, invoice and/or other relevant acquisition documentation filed in the Acquisitions Binder and all originals will be kept in the Museum's curatorial files. Every object accessioned into the Permanent Collection will be given a unique identifying number called an Accession Number. A complete list of accessioned objects will be maintained in the Accession Log. A Permanent Collection Acquisition/Catalog Record will be completed for each accessioned object and a digital image will be taken. All information will be entered into the Museum's computerized Permanent Collection database. Maintenance of up-to-date, safely stored, accession records is the responsibility of the Registrar. The Collection database is located on the College of Fine Arts FileMaker Server. The FileMaker Server is located off-premises and is a secure environmentally controlled and protected external server. FMS backs up the Permanent Collection database nightly and keeps each version for two weeks (14 different copies of the database, not including the current). Additionally, another copy is archived nightly to another drive so that multiple copies exist simultaneously on different drives.

IV. Deaccession

The Museum of Fine Arts will from time to time deaccession works of art from its collection in order to refine and improve the collection. Deaccession is the process by which works of art or objects in the collection are approved for permanent removal from the collection. Deaccessioning is to be seen as a part of collection development and improvement and will never be contemplated in response to current art trends or on the basis of personal individual taste. Such works may subsequently be disposed of by the Museum by processes which may include sale, exchange (with any other university in the State University System), transfer, donation, destruction or return to donor. The sale or exchange of any artwork is subject to the regulations set out in Florida Statute 1006.58 [originally 240.52] (Appendix A).

Before an object is deaccessioned, all reasonable efforts must be made to determine that the Museum of Fine Arts has clear title to the object and is legally free to deaccession. A work of art should not be deaccessioned without every reasonable effort being made to locate and obtain the consent of either donor, surviving family of donor or the appropriate trustee or executor of the donor estate. In the event that a restriction to deaccession is encountered, the Director of the Museum of Fine Arts will seek the advice of University legal counsel.

If, in the best judgement of the Director and the Registrar, it is deemed advisable to deaccession any artwork from the collection, a Deaccession Recommendation will be prepared for the committee members of the Museum's Advisory Council. The Deaccession Recommendation will specify the following information about the object:

- 1) Source and/or provenance of the object (if known)
- 2) The reason for deaccessioning
- 3) The estimated market value
- 4) The recommended means of disposal

The committee members of the Advisory Council must examine the object to be deaccessioned and determine that it falls within one or more of the criteria set out below:

Deaccession Criteria

To be removed from the collection an object must meet one or more of the following criteria:

- 1) A work of art is no longer relevant, compatible or useful to the purposes and activities of the Museum of Fine Arts.
- 2) A work of art has deteriorated beyond usefulness and/or lacks physical integrity and is beyond restoration to an acceptable standard.
- 3) The Museum of Fine Arts is unable to preserve an artwork properly.
- 4) A work is duplicated where duplication is unnecessary.

- 5) A work of art is lost or stolen and remains so for at least two inventories of the permanent collection or six years, whichever is sooner.

Deaccession Records

On approval of deaccessioning by the committee members of the Advisory Council all accession records held by the Museum of Fine Arts will be marked by the Registrar of the Permanent Collection as “Deaccessioned by the committee members of the Advisory Council on [insert date].” A copy of the Deaccession Recommendation will be filed in the Acquisitions Binder with the original placed in the Museum’s curatorial files. All records will be clearly marked as deaccessioned but will not be obliterated.

V. Disposal

Works of art deaccessioned from the collection of the Museum of Fine Arts may be disposed of by the process of sale (negotiated, private, public auction, sealed bid or open bid), exchange (with any other university in the State University System), transfer, donation, return to donor or destruction. All reasonable effort must be made to ensure that the disposal of an object is conducted in a manner that conforms with any legal restrictions placed on the work at the time of acquisition. The sale or exchange of any object within the Museum’s collection is subject to the regulations of Florida Statute 1006.58 [originally 240.52] (Appendix A). University legal counsel will be advised when a work of art is sold or exchanged. When a work of art has deteriorated to such an extent that it is beyond restoration to an acceptable standard it may be destroyed.

Disposal—Financial Transactions

If an object is offered for sale, appropriate effort must be made to realize its fair market value. The Museum of Fine Arts may exchange works of art of equal value with other universities in the State System. Due care will be taken in the sale of any artwork to ensure that there will be no allegations of preference or bias concerning its disposal. The Museum of Fine Arts will not dispose of any works of art to Museum staff, members of Advisory Council or staff of the College of Fine Arts or immediate family members of any of the above. No employee, representative or agent of a university of the State University System shall receive a commission, fee, or financial benefit in connection with the sale or exchange of artwork, nor may they be a business associate of any individual, firm or organization involved in the sale or exchange (refer Florida Statute 1006.58 [originally 240.52] (3)). If the committee members of the Advisory Council deem it appropriate, the provenance of the deaccessioned work may be kept confidential.

All funds resulting from the deaccession of objects from the permanent collection of the Museum of Fine Arts must be deposited in the Acquisition, Restoration and Conservation Trust fund or other appropriate existing trust fund established by Florida State University (refer Florida Statute 1006.58 [originally 240.52] (4/b/2)). The Dean of the College of Fine Arts, as delegated by the President of Florida State University, will oversee the financial transaction as it affects the designated trust fund. Subject to ongoing approval from the central University administration, interest generated from the monies in the trust fund will be retained by the trust fund. Expenditure of trust fund monies will be exclusively for the acquisition of objects for the Museum of Fine Arts Permanent Collection.

All procedures relating to the disposal of any works of art or other objects from the Museum of Fine Arts Permanent Collection will be appropriately documented (including photographic records) by the Registrar of the Permanent Collection in the Museum’s database and filing system.

VI. Loans

Loans are temporary transfers of objects from the Permanent Collection of the Museum of Fine Arts (Outgoing Loans) or temporary transfers of objects to the Museum of Fine Arts (Incoming Loans). These transfers of custody do not involve or imply a change of ownership of the object.

Outgoing Loans

The Museum of Fine Arts identifies two categories of Outgoing Loan:

- 1) Loans to Temporary Exhibitions and displays to approved venues preferably within the State of Florida but also interstate and overseas.
- 2) Campus (Courtesy) Loans for exhibition purposes to University campus locations and other approved state agencies—these loans are subject to case by case review, and only allowed in special circumstances.

Outgoing Loans to Temporary Exhibitions

Provided there is clear public benefit, the Museum of Fine Arts will consider the loan of objects from its Permanent Collection to other approved venues for the purposes of temporary exhibition and display. Preference will be given to universities within the State University System and other venues within the State of Florida. Loans will not be permitted for personal use and permanent loan requests will not be considered.

Loan requests are to be addressed to the Director of the Museum of Fine Arts who in consultation with the Registrar of the Permanent Collection, will determine if a recommendation to approve the loan will be presented to the committee members of the Advisory Council. Loan requests should be received at least three months before the requested loan date and should detail the required object, precise dates of the loan and location(s) of the exhibition. A detailed Facilities Report (preferably in standard AAM format) for the exhibition venue(s) will be requested by the Registrar from the borrowing institution if required.

Loans are available for exhibition and display provided that all of the following loan criteria are met:

- 1) The context of the exhibition and proposed method of display of the artwork will further the purpose of the Museum of Fine Arts and will have a positive effect on the Museum of Fine Arts and Florida State University.
- 2) The physical integrity of the artwork is sufficient to withstand the rigors of travel and any climatic changes.
- 3) Environmental controls at the exhibition venue(s) meet the specific standards detailed in Appendix C and details of the venue's security system are provided prior to loan approval.
- 4) The requested artwork is not required for display, research or teaching purposes at the FSU Museum of Fine Arts.

The borrower will be notified in writing by the Director or Registrar of the Museum of Fine Arts' decision regarding the loan. A signed Outgoing Loan Agreement form generated by the Museum of Fine Arts, or an appropriately similar one generated by the borrowing institution, detailing the requirements and responsibilities of the loan must be submitted to the Registrar of the Museum of Fine Arts before the commencement date of the loan. Wall to wall insurance for the object is the responsibility of the borrower and proof of insurance must be received by the Registrar prior to the work being dispatched. All records relating to the object will be updated before the work leaves the Museum of Fine Arts and a detailed physical description of the object will be prepared by the Registrar to accompany the loan. Outgoing Loan Agreement forms will be filed in the Loans folder. All transportation and packing arrangements will be organized by the borrower through firms acceptable to the Museum of Fine Arts and all associated costs will be borne by the borrower. An object returning from loan will be condition checked by the Registrar and the Borrower will be issued a Receipt of Objects Received.

Campus (Courtesy) Loans

The Museum of Fine Arts may make available, on a case-by-case basis, works of art from its Permanent Collection for loan for courtesy purposes to approved locations on Florida State University campus, and will also be considered for other approved state agencies. Only those works designated by the Director and Registrar as appropriate will be made available for loan. Works in this category will be updated periodically based on the

following criteria: their relationship to the overall collection; relevance to the upcoming exhibitions, teaching and research programs of the Museum; current value; media; physical condition and fragility; and installation requirements. Campus Loans will be made for a period of one year unless otherwise negotiated, and may be renewed annually provided the work of art is still in good condition and is not required for display, research or teaching purposes at the Museum of Fine Arts. Requests for Campus Loans are to be addressed to the Director of the Museum of Fine Arts. The Director and Registrar will approve the loan provided that the following loan criteria are met:

- 1) Display locations proposed by the borrower are acceptable in terms of environmental control and physical security. All fluorescent lighting in the display space must be equipped with UV filter sleeves at the borrowers expense (this does not apply to the loan of media such as bronzes unaffected by UV light).
- 2) The requested work has been designated by Museum staff as appropriate for Campus Loan and is not required for any other Museum purpose.

Approval of Campus Loans will be reported on a regular basis to the committee members of the Advisory Council. The objects will be made available to borrowers on the condition that the artwork will not be moved or relocated or physically altered (unframed, demounted, removed from mats, etc.) without the express permission of Museum of Fine Arts staff. Installation and de-installation of the artwork will be performed by Museum of Fine Arts staff unless otherwise approved on an individual basis. Borrowers will also be responsible for all predetermined loan fees and will indemnify the artwork against loss or damage due to borrowers' negligence and carelessness.

A signed Campus Loan Agreement form generated by the Museum of Fine Arts detailing the requirements and responsibilities of the loan must be submitted to the Registrar prior to the installation of the loan. All Agreement forms will be filed by borrowing departments in the Campus Loans folders. Campus Loans will be reviewed/renewed annually to ensure that all works are safe and accounted for. Upon return of the loan to the Museum of Fine Arts, the Borrower will be issued with a Receipt of Objects Received. The Museum of Fine Arts retains the right to recall or terminate a Campus Loan at its discretion.

Internal Movement

An object being moved from Permanent Collection storage area in the Museum of Fine Arts for purposes that are not identified as a Loan, including but not limited to, in-house exhibitions, teaching or research purposes and works removed for framing or repair, must be recorded in the Internal Artwork Movement Log as well as in the computerized database. The Registrar must approve and record the movement of all objects, whether for loan or otherwise, from the Permanent Collection storage area.

Incoming Loans

The Museum of Fine Arts may borrow objects that are relevant to its stated purpose from (but not limited to) other public institutions, private organizations and private individuals.

The Museum of Fine Arts identifies two categories of Incoming Loan:

- 1) Loans for temporary exhibitions and displays with short defined loan periods.
- 2) Extended loans with longer defined loan periods. Loans of this type are not encouraged but will be accepted with the option to eventually acquire the object (Incoming Loans for Extended Periods & Temporary Custody Loans).

The Museum of Fine Arts will not accept "permanent" (indefinite long term) loans and all incoming loans will be for specific periods. An item entering the Museum of Fine Arts that is not classified as a loan will be identified as Temporary Custody.

Incoming Loans to Temporary Exhibitions and Displays

Once an object is identified as required for a Museum of Fine Arts temporary exhibition or display, the Director or Curatorial agent will make a formal request in writing to the Lender detailing the reason for the loan and the precise loan dates. A signed Incoming Loan Agreement form generated by the Museum of Fine Arts detailing the requirements and responsibilities of the loan must be submitted to the Director prior to the shipment of the loan. Loan Agreement forms generated by the Lender may be used after review of the applicable terms and conditions. If unusual restrictions or conditions are placed on an incoming loan, these must be approved by the Director.

The Museum of Fine Arts will exercise the same care with respect to temporary loans as it does in the safekeeping of its own Permanent Collection. An object on temporary loan will be insured by the Museum of Fine Arts under its Fine Arts Policy for the amount and dates specified on the Incoming Loan Agreement form unless the Lender elects to maintain their own insurance coverage. The party responsible for transit insurance will be indicated in the Loan Agreement. On arrival at and departure from the Museum all objects on temporary loan will be condition checked and have a Condition Report Form completed by Museum staff, the Curator or trained designated representatives.

All transportation and packing arrangements for the artwork will be made through negotiations with the Lender and both parties must agree on the method of shipment and distribution of associated costs prior to the dispatch of the object.

All Lenders will sign and return a Receipt of Objects Returned certifying the safe arrival of returned temporary loans.

Extended Incoming Loans

While not encouraged, the Museum of Fine Arts will occasionally accept objects on loan for extended periods of time. The Director will determine whether an object can be accepted for extended loan in consultation with the Dean of the College of Fine Arts and/or committee members of the Advisory Council. An object will only be accepted for extended loan if there is a reasonable expectation of eventual acquisition of the work (preferably by donation) to the Museum of Fine Arts Permanent Collection. A signed Extended Loan Agreement form generated by the Museum of Fine Arts detailing the requirements and responsibilities of the loan must be submitted to the Director prior to or at the time of receipt of the loan. The Extended Loan Agreement form must indicate the dates of the loan. Extensions of the loan period may be negotiated.

The Museum of Fine Arts will exercise the same care with respect to extended loans as it does in the safekeeping of its own Permanent Collection. Insurance for objects on extended loan to the Museum will be the responsibility of the Lender. The Registrar will periodically review Extended Loan Agreements to ensure that the loan period has not lapsed and will annually report to the Advisory Council on the current status of all extended loans. The Director in consultation with the Dean of the College of Fine Arts and/or committee members of the Advisory Council will initiate correspondence with the Lender if the loan period for an object on extended loan has lapsed and no directives have been received from the Lender regarding the disposition of the artwork.

In the event an object on extended loan is returned to the Lender an Extended Loan Return Receipt certifying the safe arrival of the object will be completed.

Temporary Custody Loans

An object entering the Museum of Fine Arts that is not identified as an Incoming Loan must be recorded on a Temporary Custody Agreement form. The Director must approve the acceptance of all Temporary Custody objects. A Temporary Custody Agreement form will be completed for all artworks left temporarily in the custody of the Museum for such purposes as attribution, inspection or study. The custody dates must be clearly defined and the reason for custody stated on the Agreement. The Museum of Fine Arts will not accept custody of an object

for unreasonable lengths of time and all efforts must be made to expeditiously determine the final disposition of the object. The Director in consultation with the Dean of the College of Fine Arts and/or committee members of the Advisory Council will initiate correspondence with the Depositor if the loan period for an object in temporary custody has lapsed and no directives have been received from the Depositor regarding the disposition of the artwork. On the return of a Temporary Custody object, the Depositor will sign the Agreement to acknowledge the object(s) have been returned.

Abandoned Property/Unclaimed Loans

A Lender/Depositor has a grace period of 5 years after the expiration date on a Loan or Temporary Custody agreement to claim their property. If, 5 years after the expiration date of the Loan or Temporary Custody agreement period, the Lender/Depositor has not contacted the Museum of Fine Arts (or if the Loan/Temporary Custody agreement was for an indefinite or undetermined period, and the Lender/Depositor has not contacted the Museum for 25 years), the object(s) on loan or in temporary custody will be considered “unclaimed property.” The Museum will make a good faith and reasonable search for the last known whereabouts of the Lender/Depositor. If the Museum locates the Lender/Depositor, written notice by certified mail will be given that the loan is being terminated, and it will be called to the Lender’s/Depositor’s attention the fact that the title to the object could be lost if the Lender/Depositor fails to respond to the Museum of Fine Arts attempt at contact. Within 90 days of the date of the notice of termination, the Lender/Depositor is required to remove the property from the Museum, failure to do so will result in the loss of all rights in the property.

VII. Inventory

Inventory means the process by which the Museum of Fine Arts periodically surveys items in its Permanent Collection to determine their current status with respect to location and condition and to audit the accuracy of collection management activities and record keeping.

The Museum of Fine Arts identifies Permanent Collection inventory processes as follows:

- 1) Annual inventory of University property mandated by Florida State University
- 2) Annual inventory of Campus (Courtesy) Loans
- 3) Triennial Inventory of all items in the Permanent Collection
- 4) Ongoing/Partial Inventory

University Inventory

Florida State University Property Accounting annually produces a list of University property to be inventoried. A small number of Permanent Collection items over a designated value will appear on this list. All such items will have a unique University generated inventory number assigned. The Fiscal Officer and Registrar will complete the inventory according to Florida State University mandated procedures.

Campus (Courtesy) Loans Inventory

Objects from the Permanent Collection on Campus Loan will be inventoried annually by the Registrar based on information derived from loan records. Campus Loan agreement forms will be sent out to each borrowing department, which must be signed and returned, verifying the objects are still on display in the designated location and in good repair. The returned Campus Loan agreement extends the loan for the period of another year. In addition, periodic spot checks are conducted on these loans.

Permanent Collection Inventory

The Museum of Fine Arts will conduct a comprehensive inventory of all items in its Permanent Collection every three years. The inventory will be conducted according to established professional practices by the Registrar with the assistance of trained interns or volunteers. The completed inventory lists will all be dated and filed in the PC Inventory Binder. Copies of old inventory records will be kept in the Museum’s curatorial files.

If an object is determined to be missing during any of the above inventory processes the Registrar will conduct an investigation and will attempt to determine the following:

- 1) Last known location of the object
- 2) Loan history of the object
- 3) Exhibition and display history of object
- 4) Accuracy of all records pertaining to the object

In addition, the Director will consult with the Dean of the College of Fine Arts and determine if it will be necessary to confer with University legal counsel and/or advise law enforcement authorities.

Missing objects will be reported to the committee members of the Advisory Council. In addition, if a missing object also appears on the University inventory the Director and Registrar will complete all necessary procedures mandated by Florida State University Property Accounting. The Registrar and Director will initiate correspondence with borrowers for any items missing while on courtesy loan.

If an object is missing for more than two inventories or six years, whichever is later, the item's record will be marked as inactive and the item *may* be considered for deaccession and reported to the committee members of the Advisory Council. All actions taken in relation to a missing object will be recorded in the Collections Management database, in the Museum curatorial files, the Accession Log and any other relevant files.

Ongoing/Partial Inventory

The Museum of Fine Arts will conduct, on a year round basis, ongoing, partial inventories. As new objects are acquired and locations of works change, this ensures accuracy in record keeping and may also act as a deterrent to insider theft.

VIII. Care/Conservation

The Museum of Fine Arts follows the American Institute for Conservation's General Steps on Preservation in caring for its collection, practicing preventative care. At all times staff of the Museum of Fine Arts will be aware of their legal and ethical responsibility to protect and preserve works of art under their care from, inter alia, theft, natural or human disasters, vandalism, accidental breakage, biological agents, fluctuations in environmental controls, dust, poor storage and poor conservation techniques.

The Registrar will be responsible for recording the condition of all objects of the Permanent Collection at the time of accessioning. In addition, the Registrar will monitor the ongoing condition of all objects through periodic spot checks and during the inventory process. All objects on Outgoing Temporary Loan will be accompanied by a condition report and all Courtesy Loans will be inspected prior to departure from the Museum. In addition, the Registrar will review the venues for all outgoing loans, by either facilities reports or on-site inspection, before an object is dispatched. Staff of the Museum of Fine Arts will also oversee the packing and shipping of all Permanent Collection objects.

The Director of the Museum of Fine Arts is responsible, in consultation with the Registrar, for determining and maintaining the priority list of objects requiring conservation treatment. When necessary, treatment to cease deterioration and stabilize an object against further damage will be undertaken according to professional standards. Proposed conservation treatments will be reported to the committee members of the Advisory Council. The following principles will be adhered to when any conservation treatment is carried out:

- 1) All treatment processes will be, if possible, of a reversible nature such that the object can be returned to its pre-treatment condition.
- 2) All treatment will be thoroughly documented.

- 3) All parts of the object should be conserved and not replaced unless needed for structural integrity.
- 4) Structural and decorative elements will be intrinsic to the object.
- 5) The natural aging of original materials will be respected and if possible not removed or disguised.

Conservation—Financial Transactions

The conservation of any artwork in the Museum of Fine Arts Permanent Collection is subject to the regulations set out in Florida Statute 1006.58 [originally 240.52] (Appendix A). Universities within the State University System may enter into contracts, with or without competitive bidding, for the conservation and restoration of objects within their collections. Conservation work for more than \$10,000 is also subject to Florida Statute 287.057 (Procurement of Personal Property and Services) and should be consulted to determine whether competitive sealed bidding is required. University Legal Counsel will be consulted if clarification of statute regulations is required.

The Dean of the College of Fine Arts, as delegated by the President of Florida State University, will oversee any financial transaction that affects the Acquisition, Restoration, and Conservation Trust Fund (or other appropriate existing trust fund established by Florida State University). This is the title of the Fund as created by the University; art museums bound by their discipline-specific policies of the AAMD, are currently prohibited from using the funds for conservation, a situation that might change in the future.

Emergency/Disaster Preparedness Plan

The Museum of Fine Arts will maintain an Emergency/Disaster Preparedness Plan which will be overseen by the Director. The Plan will be reviewed periodically by the Director, in consultation with Museum staff, and presented to the Advisory Council in the event of significant revision. The Plan will detail established procedures to handle emergencies involving the Permanent Collection and works on loan to the Museum.

IX. Amending the Collections Policy

The Collections Management Policy of Florida State University Museum of Fine Arts will be reviewed every two years by the Director in consultation with other Museum of Fine Arts staff. If it is determined that aspects of the policy cease to augment the purpose of the Museum of Fine Arts, inhibit the operations of the Museum of Fine Arts, are no longer in keeping with established professional standards, or contravene city, state, national or international laws, a recommendation to revise the Collections Management Policy will be presented to the Advisory Council. Upon approval the amended Policy will be annotated “Endorsed [insert date],” “Revised [insert date].” Minor updates to language and policy numbers may be made with approval from the Director, without requiring approval from the Advisory Council.

X. Public Disclosure

Upon request the Museum of Fine Arts will make available a copy of its Collections Management Policy to the general public.

APPENDIX A

Florida Statute 1006.58 [formerly 240.52]

1006.58 Collections management for museums and galleries of state universities.--

(1) State universities may enter into contracts or agreements with or without competitive bidding, as appropriate, for the restoration of objects of art, art history, or natural history in their collections or for the purchase of objects of art, art history, or natural history which are to be added to their collections.

(2) State universities may sell any art, art history, or natural history object in their museum or gallery collections if the university determines that it is no longer appropriate for the collection. The proceeds of the sale shall be deposited in the Acquisition, Restoration, and Conservation Trust Fund or other appropriate trust fund of the university. Each state university museum or gallery shall function entirely separate from every state university museum or gallery. State universities also may exchange any art, art history, or natural history object which the university museums or galleries judge is of equivalent or greater value to their museums or galleries.

(3) No employee, representative, or agent of a university shall receive a commission, fee, or financial benefit in connection with the sale or exchange of a work of art, art history, or natural history, nor may he or she be a business associate of any individual, firm, or organization involved in the sale or exchange.

(4)(a) Each university may establish an Acquisition, Restoration, and Conservation Trust Fund or utilize an appropriate existing trust fund.

(b) The president of each university may delegate the following authority to the museum or gallery directors and governing bodies of the museums or galleries:

1. To enter into contracts for the restoration or purchase of art, art history, or natural history objects, with or without competitive bidding, as appropriate.
2. To sell art, art history, or natural history objects in museum or gallery collections, the proceeds of which shall be deposited in the Acquisition, Restoration, and Conservation Trust Fund or other appropriate existing trust fund.
3. To exchange art, art history, or natural history objects of equal or greater value with any other state university.

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=Ch1006/ch1006.htm

Appendix B

Procedures for Complying with the Native American Graves Protection and Repatriation Act

Florida State University Museum of Fine Arts does **not** currently have in its control or possession any Native American human remains, funerary objects, sacred objects, or objects of cultural patrimony. The Museum recognizes that as a recipient of federal funds it is required to comply with the Native American Graves Protection and Repatriation Act of 1990 [NAGPRA] [25 U.S.C. *3001et seq*] and its implementing regulations [43 CFR 10].

The Museum is aware of the provisions of NAGPRA and will not knowingly be involved in the illegal trafficking in Native American human remains and cultural items. The Museum will not acquire by purchase any Native American human remains, funerary objects, sacred objects, or objects of cultural patrimony. In the event that such items are offered to the Museum by exchange, donation or bequest the following procedures will be implemented.

Acquisition

In the event of a new acquisition the Museum will comply with the summary requirements for Native American unassociated funerary objects, sacred objects and objects of cultural patrimony and the inventory requirements for Native American human remains and associated funerary objects as specified in the Act. The Museum Director and Registrar will refer to the specific procedures and deadlines as published in 43 CFR 10.13 and will complete the summary and/or inventory as soon as possible. The Museum will consult with the appropriate Indian tribes and Native Hawaiian organizations throughout this process.

Donors, the estate of donors or exchange institutions will be advised that any gifts of Native American human remains, funerary objects, sacred objects, or objects of cultural patrimony could potentially be repatriated.

Accessioning

The Museum Director and Registrar will obtain as much information as possible from the donor, donor's estate or exchange institution about the acquired object. It is recognized that the Museum must endeavor to determine the cultural affiliation of Native American human remains and cultural objects. The potential sensitivity of aspects of the acquired information is acknowledged. The Museum will treat all acquired information with the utmost confidentiality and discretion.

Collections Care

The Museum will handle and house any Native American human remains, funerary objects, sacred objects, or objects of cultural patrimony with regard to traditional beliefs and practices and will seek out the advice of Native experts and advocates.

Deaccessioning

The Museum will comply with the Native American Graves Protection and Repatriation Act and its implementing regulations when considering the de-accessioning and disposition of any Native American human remains, funerary objects, sacred objects, or objects of cultural patrimony. Objects will be repatriated as required by the Act.

Appendix C

Environmental Controls for Outgoing Loans

Environmental controls at the exhibition venue must meet the specific standards as detailed:

- 1) Climate: temperature is to be maintained at 68 (+ or - 4) degrees Fahrenheit. Relative humidity is to be maintained at 55 (+ or - 5) percent. Works are never to be placed in close proximity to sources of heat and cold or strong air currents (radiators, fireplaces, humidifiers, air-conditioning intakes or outlets).
- 2) Lighting: for works on paper and unprotected textiles, lighting levels are not to exceed 50 lux. For paintings, lighting levels are not to exceed 200 lux. If daylight is used, direct sunlight must be excluded and UV filtration confirmed.