



Houghton College Art Acquisition Policy

Philosophy of Acquisitions

The Houghton College Art Collection pursues an art acquisition method that focuses on historical and contemporary art works in fine art. The collection is intended to support and illustrate Houghton College's commitment to the visual arts by enlivening public spaces with art works, to educate the student body and college community in the arena of art history and contemporary art practice, and to supplement and compliment the Ortlip Art Gallery and Wesley Chapel Gallery exhibition programs.

At this time, the collection is comprised, and will continue to seek acquisitions that focus in the media of painting, drawing, sculpture, ceramics, printmaking, photography, digital and new media and mixed media works in fine art. Due to a lack of appropriate facilities, and for philosophical reasons, the collection's purpose is not to acquire or curate groups of literature, historical artifacts or antiquities, letters and documents, commercial textiles, mass-produced craft objects or commercial tableware.

The collection has been enriched with a series of works attributed to various members of the Ortlip Family, whom founded and sustained the Art Department at Houghton College. In addition, Margaret Olney McBride has recently gifted the college with a series of works. The acquisitions committee is committed to purchase works whenever possible from current students, alumni, faculty and artists exhibiting in the Ortlip Art Gallery Exhibition Program

The Art Acquisitions Committee, chaired by the Art Collection Manager, serves as advisory body in purchasing, establishing commissions and collection exhibition.

Statement of Purpose of the Art Acquisitions Committee

- To provide for the Houghton College Community and the public the opportunity to experience art works of high quality, which will broaden their awareness of historical and contemporary art.
- To integrate art into the Houghton College arena and to reassert the relevance of the visual arts to all fields of endeavor.
- To encourage the development of a sense of cultural purpose of the visual arts into the entire community.

- To promote a broader understanding of visual culture with special reference to its educational and outreach priorities.

Committee Membership

The Art Acquisition Committee (AAC) shall consist of:

- The Director of the Ortlip Art Gallery
- The Manager of the Art Collection
- The Art Department Chair
- One Art Faculty Member (may rotate)
- One member of the College Staff with a strong background in art
- One student art major
- One member of the Student Life Staff

Objectives of Art Acquisitions Committee

- To acquire works of art of demonstrable excellence and significance.
- To develop a public art collection for the purpose of demonstrating the College's continual commitment to the study, patronage and advancement of the visual arts.
- To foster a general awareness and understanding of the visual arts among the College community through education and other outreach activities.
- To enable research about the visual arts and support the teaching programs of the College.
- To acquire works of art suitable for the purpose of enhancing the public areas, either for buildings or grounds of the College and to make recommendations on placement of those works.
- To provide a high standard of curatorial care and control of the collection, as well as management of the collection including record keeping and inventories, commercial use of art, accessibility, risk management and insurance, collection photography and de-accessioning, using outside resources when appropriate.
- To develop and recommend management policy on collection practices, including acquisition priorities, authentication, appraisals, facility development, security, and de-acquisition.
- To act as a Collection Board of Trustees to oversee budgetary and resource matters relating to collection management.
- To encourage class gifts of fine arts, and approve such works in advance of announcements to the public.
- To prohibit the acquiring of work with the sole intention of selling or otherwise disposing of it.

Meetings

The Committee shall meet quarterly, or upon call of the ACC Chair.

Criteria and Conditions for Determining Art Acquisitions

The committee will:

- Acquire artwork that enhance and give variance to the existing Collection, as well as contributing to the integrity of the Collection.
- Consider the usefulness of the artwork for teaching, with emphasis on lasting value. The artwork should possess aesthetic merit based upon historical significance, social significance, and/or importance of the maker.
- Assess that the physical condition of the artwork to ensure it is of exhibition quality.
- Consider the ability of the College to provide for the recording, cataloging, storage, insurance, protection, and preservation of the artwork.
- Remember the importance of portraiture of significant figures in Houghton College history, maintaining the tradition by commissioning portraits by recognized and qualified portrait painters.
- Determine whether the College collects the category of the object (e.g. paintings and sculpture rather than historical documents or stamps).
- Compare the artwork to the current Collection to determine whether the College already owns significant examples or better examples of the type, stylistic period, or cultural representation of the artwork.

Restrictions That May Preclude Acquisitions

- Uncertain legal title and provenance
- Set conditions about perpetual exhibition or ownership
- Unreasonable limits on de-accessioning
- Unreasonable requirements for special care or storage
- Duplication of or similar work already in the Collection
- Category of the object not within Collection focus

Art Acquisitions Procedures

Following the guidelines of the Houghton College Gift Acceptance Policy, the Art Acquisition Committee shall:

1. Carefully review objects being considered for acquisition or gifting, and evaluate the possible acquisition based on the criteria and conditions set forth.
2. Recommend disposition of each object.

The AAC will recommend one of the following:

1. Acceptance to the College's permanent Collection.
2. Acceptance with the possibility of future de-accession.
3. Non-acceptance.

The AAC will recommend works for acceptance by presenting a completed Gift-in-Kind Acceptance Form to the Art Department Chair. The Chair will send the form for additional approval signatures.

The donor and/or other sources in coordination with the Houghton College Art Department may assume costs for shipping, shipping insurance, and display of a gift of art.

Houghton College will grant any donor anonymity, if so desired.

Upon the refusal of any gift offer, the AAC Chair and an Advancement Officer will draft a letter of declination to the potential donor. Reasons for the refusal will be stated in the letter according to the Art Acquisition Criteria.

Accepting Gifts of Art

- The Office of Advancement has the sole responsibility to issue gift receipts on behalf of Houghton College and official communication with donors. The following is required for gift documentation and receipting.
 1. A completed Gift-in-Kind Acceptance Form (see Gift Acceptance Policy, p.4)
 2. Substantiation of value. For gifts of \$5,000 or more, the donor must provide an independent appraisal that meets the requirements of IRS Form 8283 (see Gift Acceptance Policy, p.4)
 3. A completed Deed of Gift (see Gift Acceptance Policy – Attachment #1)
- A letter of appreciation to the donor will be sent from the Art Collection Manager.
- Should the College within three years after the date of the gift dispose of (de-accession) donated property which was valued at \$5,000 or more, it is required to file IRS Form 8282 disclosing details of that disposition and provide a copy to the donor. Form 8282 filings are the responsibility of the Finance Office. (see Gift Acceptance Policy, p.4)

Loans of Art

- A policy for receiving limited time loans of art has been established indicating terms and restrictions for both parties.

Procedures for the Purchase of Artwork

- Artwork may be purchased for the collection so long as they meet the requirements set forth in the criteria and conditions section.
- A College purchase order will set forth an adequate description of the artwork and the conditions of purchase.
- Purchased artwork will be catalogued according to stated collection records and maintained accordingly.

Collection Management

The manager of the Art Collection is responsible for completing and maintaining the following database of information for artwork added to the permanent Collection.

- Artist, title, medium, dimensions, signature and location of signature, date of work, and edition number, if applicable
- A catalog number
- Value, if known
- Provenance, if known
- Date and nature of acquisition (gift, purchase, bequest)
- Condition of artwork

- Location of the artwork
- Photograph of the artwork
- Biography of the maker (artist), if possible
- For gifts, a copy of the receipting documentation and acknowledgement from the Advancement Office.
- A copy of the loan agreement if the artwork is a loan, as approved by the A.A.C. and a member of the President's staff.
- In the event of loss or deliberate damage to any piece of art in the Collection, or housed by agreement with Houghton College, the incident must be reported first to the Safety and Security Office and then, if necessary, to the NY State Police.

The Art Collection Manager will periodically review the collection and will supervise maintenance of every item in the Collection.

Guidelines for the Process of De-accessioning Artwork

Artwork in the Houghton College Art Collection should 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.

- De-accessioning of artwork will be considered only when the above conditions no longer prevail, de-accession is not prohibited, and the College has a clear and unrestricted title to the artwork under the terms of accession.
- No member of the College Board of Trustees, the College administration, any employee of Houghton College or any member of the Art Acquisition Committee shall personally profit from any transaction involving the sale or exchange of artwork in the collection.

Criteria and Conditions for De-accessioning Art Objects

De-accessioning of artwork will only be considered in exceptional circumstances such as:

- The artwork duplicates a better example already in the Collection and/or is redundant.
- The artwork has deteriorated beyond repair or usefulness.
- The artwork cannot be properly preserved, stored, or exhibited.
- The artwork is no longer relevant and useful to the purposes and activities of the College.
- The conservation and maintenance of the artwork causes an unreasonable strain on the assets of the Collection.
- The cost of long-term care outweighs the artwork's value.
- The artwork endangers other works in the Collection.

De-accessioning Procedures

- The AAC shall make recommendations to the President's Staff via the Art Collection Manager.
- Artwork may be de-accessioned through sale at public auction, by donation or exchange to other non-profit or educational institutions, or returned to the donor.

- The Art Collection Manager shall inform the donor, if known, of the potential disposition of the artwork in the event the donor would like to reclaim the item or to donate it to another source.
- Should the College within three years after the date of the gift dispose of (de-accession) donated property which was valued at \$5,000 or more, it is required to file IRS Form 8282 disclosing details of that disposition and provide a copy to the donor. Form 8282 filings are the responsibility of the Finance Office. (see Gift Acceptance Policy, p.4)

De-accession Records

- Date of recommendation for de-accessioning
- Artist, title, medium, dimensions, date of work, location of work
- Name of Donor, if a gift and if known
- Value, if known
- Proposed method of de-accessioning
- Sale price, if sold
- Photograph of the artwork
- Copy of Form 8282, if required for donor