

# Art Collection Policy for the University Collection

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**Policy owner:** University Curator and Collections Manager

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## SECTION I. PURPOSE

The purpose of this policy is to facilitate the management of the University of St. Thomas Art Collection consistent with the objectives of a liberal arts education and the University Collection mission statement. The University Collection, and the related Department of Art History Gallery Exhibition Program, contribute to the presence of art on campus, an integral component of a liberal arts education. Art opens new opportunities for expressing ideas within the intellectual community and increases our understanding of both the past and present. It fosters cultural awareness by being one of the most vivid forms of expression in a society, whether our own or that of others. Students are encouraged to explore the art on campus as well as the rich artistic opportunities at galleries, museums, and other educational institutions in each city where St. Thomas maintains a campus.

## SECTION II. SCOPE AND APPLICABILITY

This policy governs the acquisition, accessioning, conservation, display, loan, deaccessioning and disposition of all art objects in the University Collection, and all art objects under consideration for acquisition by St. Thomas, except for art held or under consideration for acquisition by the American Museum of Asmat Art at the University of St. Thomas, which is subject to a separate collection policy.

The expectations set forth in this policy apply to all St. Thomas employees (faculty, staff and student workers), contractors and volunteers.

## SECTION III. UNIVERSITY COLLECTION MISSION STATEMENT

The University of St. Thomas Art Collection seeks to bring the visual arts to the university, providing an enriching and engaging experience for all students, scholars, and community members. Diverse in scope, the collection fosters critical thinking about global cultures and the material world.

## SECTION IV. COLLECTION CATEGORIES

### **Category 1: *Permanent Collection***

The Permanent Collection consists of all accessioned art owned by St. Thomas, which may include visual art objects in all manner of media as well as cultural artifacts and specimens. In assembling the Permanent Collection, St. Thomas strives to fulfill the mission statement for the University Collection. Objects in the Permanent Collection are intended to be on continuous display when reasonably permitted by the conditions of the object and available display areas. Absent a designated permanent gallery space (or otherwise in the discretion of the university curator/collections

manager), objects in the Permanent Collection may be exhibited in the Department of Art History Gallery, located in the O'Shaughnessy Educational Center Lobby and, when determined appropriate by university curator/collections manager throughout other St. Thomas campus buildings, with preference given to high traffic and public areas (such as hallways, lobbies, entrances and large gathering spaces) over private spaces. When selecting display locations, the degree of security will be taken into consideration, with the requisite security dependent on the value of the object. Objects will be mounted as securely as practicable to minimize and mitigate the risk of theft or damage to the object, within the constraints of a public area and available resources. Alternatively, objects in the Permanent Collection may be housed within the Department of Art History and not on public display, and may be loaned to other institutions in accordance with the loan provisions of this policy.

### **Subcategory 1a: *Public Art Collection***

This includes all objects (including both easily removable objects and more permanent objects such as sculpture, stained glass, mural painting, frescoes, etc.) that serve to enhance and define a space. Such objects may include large-scale, exterior objects such as *Constellation Earth* or architectural sculpture and paintings such as the statue of St. Thomas Aquinas between the St. Thomas Arches, and smaller objects of various media obtained for interior spaces. These objects should ideally be visually dynamic and make some statement about the nature of the university, its mission or convictions, the character of the setting, or the activities that are associated with the surrounding area. Due to size, permanence of installation, or value, objects in the Public Art Collection generally will not be loaned to other institutions.

### **Subcategory 1b: *Assembled Collection***

In order to promote the role of the visual arts within the university, it is necessary to make objects of art part of the everyday experience of the St. Thomas community. Objects in the Assembled Collection are acquired with the direct purpose of display within designated areas. Examples of objects within this category include the Opus Textiles Collection and the Luann Dummer Center for Women Collection. Objects within this category will consist of a wide range of objects, both low-cost and of higher value.

### **Category 2: *Teaching Collection***

These objects are not accessioned by St. Thomas and therefore are not part of the Permanent Collection but are managed under the supervision of the university curator/collections manager and inventoried in the collection database for organizational purposes (i.e., to help ensure that a particular type of object is readily available for an educational or training purpose). Primarily available for use in Art History classes, objects in the Teaching Collection may be compromised through use. The value of these objects exists in their potential to offer students hands-on experience and to enhance outreach efforts. They are not rare or delicate in nature. Objects in the Teaching Collection cannot be loaned out.

## **SECTION V. ACQUISITIONS COMMITTEE**

An Acquisitions Committee will consider and make recommendations on all acquisitions for the University Collection and all deaccessions from the University Collection. The full membership of the Acquisitions Committee will be determined by the dean of the College of Arts and Sciences, in

consultation with Department of Art History chair. The university curator/collections manager will be a member of this committee *ex officio*. Other *ex officio* members will include the Department of Art History chair, the university archivist, and the College of Arts and Sciences development director. Up to an additional five members will be identified by the dean of the College of Arts and Sciences and will include two additional members (either faculty or staff) from the Department of Art History, one additional employee from the University Development and Alumni Relations Division, one employee (either faculty or staff) from a College of Arts and Sciences department outside of the Department of Art History, and one employee from another St. Thomas school or college. Members of the committee who do not serve *ex officio* generally will be rotated off the committee after two to three years of service, depending on the timing of acquisitions in progress, at the discretion of the dean. The committee may bring in subject matter experts as guests or as temporary committee members as needed for specific acquisition projects, with the approval of the Department of Art History chair and the university curator/collections manager. All committee members, including *ex officio* members (but excluding temporary members), will have one vote when making recommendations. The university curator/collections manager maintains the current list of Acquisitions Committee members.

## **SECTION VI. ACQUISITIONS AND ACCESSION**

### **A. Acquisition Philosophy and Requirements**

St. Thomas acquires art from all cultures and media. Acquisitions may be by purchase, loan, gift or other means and must conform to the following standards:

1. The object and its acquisition must be relevant to the St. Thomas mission, the College of Arts and Sciences mission, and the University Collection mission.
2. The value and significance of the object proposed for acquisition must be assessed in terms of the collection as a whole. Monetary value alone is insufficient reason for acquiring an object.
3. The owner transferring the object to St. Thomas must have clear title to the physical object and must transfer all of the owner's right, title and interest to the physical object (unless St. Thomas agrees to accept a fractional interest in the object). The owner must transfer the owner's intellectual property rights in the object in accordance with Section VI, Part D of this policy.
4. St. Thomas must have the capability to house, maintain and display the proposed acquisition according to generally accepted professional standards applicable to the object, based on currently available resources and reasonably anticipated future resources.
5. Acquisition of an object must not result in conservation expense that is disproportionate to the value of the object to St. Thomas.
6. St. Thomas must have sufficient current and anticipated future funding available to appropriately support acquisition and maintenance of the object, including the cost of preparing (e.g., framing, site preparation, etc.), mounting and, if necessary, storing the object. Acquisitions proposed for purchase by St. Thomas require advance approval by the chair of the Department of Art History, the dean of the College of Arts and Sciences and other approvers in accordance with applicable St. Thomas purchasing and budgeting policies. Acquisitions gifted to St. Thomas must be accompanied by sufficient gift funding to support the gift, as determined by the dean of the College of Arts and Sciences in consultation with

the chair of the Department of Art History, the university curator/collections manager, and the St. Thomas Gift Acceptance Committee.

7. Proposed acquisitions will be free of donor-imposed restrictions or conditions unless approved in accordance with Section VI, Part C of this policy.
8. Acquisitions for the University Collection may not be made by loan to St. Thomas. Loans are addressed in Section XI of this policy.
9. Given the need to protect the broader University Collection from infestation or degradation, proposed acquisitions, including but not limited to acquisitions by donation, must be thoroughly examined by St. Thomas or its designee prior to acceptance and deposit into any storage space used by St. Thomas.
10. Acquisitions and the Permanent Collection are expected to be in full compliance with applicable laws and regulations governing the acquisition, sale, transfer and movement of cultural properties. Acquisitions of artifacts and specimens will only be collected, acquired, imported or exported for accession if these activities are in compliance with applicable laws and regulations of the country or countries of origin, of the United States, and of the State of Minnesota. Every reasonable effort will be made to ensure that these conditions are met and that title to the artifact or specimen may properly be transferred to St. Thomas. The university curator/collections manager (in consultation with St. Thomas legal counsel) is responsible for remaining cognizant of, and complying with, all changes in the laws and regulations concerning the collection of artifacts and specimens, their subsequent ownership, and their movement across political boundaries.

## **B. Category of Acquisition**

Consistent with the categories of collections described in Section IV of this policy, there are two categories of acquisition: acquisitions for the Permanent Collection (including the subcategories of the Public Art Collection and the Assembled Collection), and acquisitions for the Teaching Collection. When objects are proposed for acquisition (including but not limited to objects proposed to be gifted to St. Thomas), the Acquisitions Committee will identify the collection category into which the object will be placed.

When donors contribute objects that are designated for the Teaching Collection, it is important for donors to understand that these objects will not become part of the Permanent Collection and will not be accessioned by St. Thomas. The College of Arts and Sciences development director has responsibility to ensure that the collection category designated by the Acquisitions Committee is clearly disclosed to the donor prior to acceptance of the gift.

## **C. Gifts of Artwork**

In addition to requiring a favorable recommendation by the Acquisitions Committee, all gifts of artwork must meet the conditions set forth in the St. Thomas Gift Acceptance Policy, including approval of the acquisition by the St. Thomas Gift Acceptance Committee for gifts of objects valued at more than \$500.

St. Thomas generally will not accept gifts of artwork that are restricted as endowment gifts or that bear restrictions or conditions on display, use or disposition (including but not limited to gifts of artwork for which the artist wishes to retain publication/image copyright), due to the increased administrative challenges and costs to comply with such restrictions and conditions in perpetuity. The Acquisitions Committee may recommend that a specific object that comes with restrictions or

conditions on display, use or disposition be accessioned if it determines that the benefits to St. Thomas of accepting the gift outweigh the associated challenges and costs. Restrictions and conditions on gifts of artworks are subject to advance approval by the university curator/collections manager, the dean of the College of Arts and Sciences, and the Gift Acceptance Committee.

Donations of artworks must be documented and acknowledged in accordance with the requirements of the St. Thomas Gift Acceptance Policy. Gifts of artwork also will be acknowledged by the Department of Art History. In accordance with applicable law, St. Thomas employees and volunteers are not permitted to provide monetary appraisals of objects to donors or prospective donors and also must refrain from giving advice on charitable tax deductions.

#### **D. Transfer of Copyright and Other Intellectual Property Rights in Acquired Objects**

When St. Thomas acquires an object for the University Collection, the legal documentation transferring the object must address the intellectual property rights in the object.

When St. Thomas acquires an object for the University Collection from an owner who did not create the object, St. Thomas generally will require the owner to transfer all of the owner's copyright and other intellectual property rights in the object to St. Thomas along with the owner's personal property rights in the object, unless an exception is approved by the chair of the Department of Art History and the dean of the College of Arts and Sciences after consultation with St. Thomas legal counsel. If the owner's intellectual property rights were limited at the time the owner acquired the object, then St. Thomas will seek to identify the owner of the intellectual property rights prior to its determination whether to acquire the object.

When St. Thomas acquires an object directly from the creator of such object, St. Thomas will not require an artist to waive the artist's moral rights of attribution and integrity to an object of visual art acquired for the Permanent Collection. St. Thomas prefers to acquire all of the creator's copyright and other intellectual property rights in such object. However, St. Thomas may agree to acquire less than all such rights if St. Thomas determines that (a) it can preserve the creator's intellectual property rights while also displaying the object consistent with this policy, (b) the rights to be transferred to St. Thomas are sufficient for the university's intended use of the object, and (c) the respective rights to be transferred to St. Thomas and retained by the creator are clearly documented in the legal transfer documentation.

It is the responsibility of the university curator/collections manager to understand and obtain documentation from the owner of the object as to which intellectual property rights are within the control of the owner and to assure transfer of the appropriate rights (which, for creators of objects, may include the grant of a license to St. Thomas for specified uses of the object).

Lack of copyright ownership does not affect the university's display of an object or the display or handing of an object as part of the Teaching Collection. It does, however, limit the university's and third parties' ability to reproduce the object, record images of the object, or make other use of the object that does not qualify as fair use under applicable copyright laws. If St. Thomas does not own copyright or if copyright is uncertain, the university curator/collections manager or other designated staff must obtain the advance, written permission of the copyright holder prior to the reproduction of the object or the creation of any images of the object or other uses that do not constitute fair use.

## **E. Documentation**

St. Thomas will maintain documentation of the prior ownership and the transfer of ownership for all objects acquired for the University Collection and will maintain such documentation for the entire period St. Thomas owns the object.

## **F. Accession and Registration in the Collections Database**

Acquisitions approved for accessioning will be promptly accessioned by curatorial staff for the University Collection once the gift instrument and letter of receipt is sent from University Development and Alumni Relations and the object is received by St. Thomas. To accession an object, the curatorial staff will register it by assigning an accession or inventory number and entering relevant information about the piece and a photograph of the piece into the collections database.

## **SECTION VII. DEACCESSION**

### **A. Criteria to Deaccession an Object**

An accessioned object may be deaccessioned and removed from the Permanent Collection only if one or more of the following criteria is met:

1. The object is no longer relevant to or consistent with the mission of St. Thomas, the College of Arts and Sciences or the University Collection.
2. St. Thomas is unable to conserve the property in a responsible manner.
3. The object lacks physical integrity.
4. The object lacks sufficient information concerning its provenance for St. Thomas to confirm that its chain of ownership and transfer is consistent with then-current museum standards established by the American Association of Museums and with then-current applicable law.
5. Deaccessioning the object will not result in violation of any applicable laws or legal obligations of St. Thomas.
6. Deaccessioning the object will not result in violation of museum standards established by the American Association of Museums.

### **B. Restrictions or Conditions on Deaccessioning of Objects or Disposing of Deaccessioned Objects**

Donated objects will not be deaccessioned for at least three years after the date of the acquisition. Regardless of whether an object was acquired through donation or other acquisition, before initiating the deaccessioning process, the university curator/collections manager will make or oversee reasonable efforts to ascertain that St. Thomas is legally permitted to deaccession and dispose of the object. If restrictions or conditions on the deaccessioning or disposition of the object were accepted by St. Thomas at the time of acquisition or subsequently were agreed by St. Thomas, the restrictions or conditions will be observed unless deviation from the restrictions or conditions is permitted by the gift instrument or other terms of transfer, otherwise authorized by the transferor, or authorized by a court of competent jurisdiction. The intent or force of restrictions or conditions will be interpreted in consultation with St. Thomas legal counsel.

### **C. Initiation of the Deaccessioning Process; Recommendation of the Acquisitions Committee**

The university curator/collections manager may initiate the process to consider deaccessioning an object in the University Collection if, in the university curator/collections manager's judgment, one or more of the criteria for deaccessioning is met and there are no restrictions or conditions on the object that would prevent such deaccessioning.

If the university curator/collections manager chooses to initiate the deaccessioning process, the university curator/collections manager will submit a proposal for deaccessioning the object to the Acquisitions Committee for its consideration. The Acquisitions Committee will consider whether one or more of the deaccessioning criteria is met and, if so, whether it recommends deaccessioning the object. The Acquisitions Committee will consider the matter cautiously and deliberately and in accordance with generally accepted museum standards. Whenever deemed necessary by the Acquisitions Committee, professional advice will be sought before an object is recommended for deaccessioning.

### **D. Decision to Deaccession an Object**

If the Acquisitions Committee recommends the deaccessioning of the object, the university curator/collections manager will submit the recommendation in writing to the chair of the Department of Art History. The chair will review the recommendation and determine whether to reject or approve the recommendation and send it on to the dean of the College of Arts and Sciences for consideration and a decision whether to approve deaccession. An object will not be deaccessioned without a favorable recommendation by the Acquisitions Committee and approval of the Department of Art History chair and the dean of the College of Arts and Sciences.

### **E. Record of Deaccession**

A complete record of the deaccession will be entered and kept in the collections database by curatorial staff and maintained in accordance with applicable records management policies.

### **F. Retention or Disposal of Deaccessioned Objects; Use of Proceeds**

At the discretion of St. Thomas, deaccessioned objects may be retained by St. Thomas or disposed of by exchange, donation or public sale, with nonprofit educational or cultural organizations as the preferred recipients. Deaccessioned objects will not be privately sold, donated or transferred to St. Thomas employees, volunteers, trustees or members of the Acquisitions Committee, except pursuant to a public sale of the object.

The net proceeds (if any) resulting from the disposal of a deaccessioned object will be placed in an Acquisition/Collection Conservation Fund to be used for Permanent Collection acquisitions and/or conservation, but not for general operating expenses, in accordance with the Statement of Professional Ethics of the American Association for State and Local History. Objects eligible for conservation investment must be part of the Permanent Collection.

## **SECTION VIII. HUMAN REMAINS**

Human remains are the remains of a person's body. These can exist separately from, or as a component of, other items. For the purpose of this policy, the term does not include remains or

portions of remains that may reasonably be determined to have been freely given or naturally shed by the individual, such as hair made into decoration for ornaments.

St. Thomas recognizes the cultural sensitivity of human remains and seeks to maintain the highest professional and ethical standards in all issues regarding the curation and research on the human remains in its collections. Consistent with professional museum codes of ethics, any research on human remains must be undertaken in consultation with, and with the approval of, the community from which the remains originated.

As a matter of general policy, the University Collection does not permit researchers to handle, photograph, take samples from, publish or distribute images of, or utilize for other research purposes the human remains in its collection without the prior and appropriately documented consent of the university curator/collections manager. It is the responsibility of the researcher to obtain and provide documented evidence of such consent as it relates to the specific human remains in the collection prior to undertaking any research.

In recognition of the cultural sensitivity of human remains, as a matter of policy, the University Collection will not knowingly display human remains or objects containing them in its exhibitions or make images of them publicly available on its online collection database or in any other format.

## **SECTION IX. INVENTORY OF THE COLLECTION**

University Collection staff will conduct a full inventory of the collection on a regularly scheduled basis, which will occur at least once every two years. For insurance purposes, a full inventory will be shared with the relevant St. Thomas departments.

## **SECTION X. MAINTENANCE, CONSERVATION AND RECORDKEEPING**

### **A. General Standards**

St. Thomas will maintain the Permanent Collection according to the following standards:

1. A stable environment for objects in storage or on display will be maintained by protecting stored objects from excessive light, heat, humidity and dust. The environmental needs of different materials will be considered in determining the appropriate storage location and conditions.
2. All objects will be maintained in accordance with a written disaster management plan that seeks to minimize and mitigate the risk of theft, fire and other unexpected events outside of the university's direct control.
3. When deemed necessary by the university curator/collections manager, conservation of objects will be undertaken with the advice of a trained conservator.
4. Records of and related to objects will be kept in the collections database and other appropriate recordkeeping systems. For every object in the University Collection, curatorial staff will maintain a Record of Transaction form with information about the accession, the transferor, the accession number, and object, as well as a copy of the acquisition agreement, gift instrument or letter of acknowledgement obtained from the University Development and Alumni Relations Division. Digital file(s) of all documentation will be included as part of the object file in Qi, the online database maintained by the Department of

Art History. Relevant correspondence, conservation reports, and deaccessioning records also will be maintained in the collections database.

5. Inventories and location records will be computerized and kept up-to-date for insurance purposes and to facilitate public access and prevent loss.

## **B. Conservation Treatment**

All treatments applied to objects in the Permanent Collection will be done in accordance with American Institute of Conservation guidelines and in consultation with appropriate curatorial staff. All treatments will be performed by a conservator or by trained staff with a conservator's supervision or consultation. Appropriate documentation will accompany all treatments.

## **C. Pest Control**

St. Thomas uses Integrated Pest Management (IPM) as a primary line of defense against infestations (insect, rodent and other biological infestation). Procedures are outlined in the IPM document maintained by Facilities Management, which is reviewed and updated (as appropriate) at least once every three years.

IPM includes the use of good housekeeping techniques, regular monitoring of collections (by the university curator/collections manager), building and environs (two times per month), identification of pest species and treatment as required. When issues arise, the university curator/collections manager will contact St. Thomas Facilities Management, which will request the services of the contracted exterminator. If an infestation is identified, the object will be isolated and treated in the safest manner practicable. Preferred treatments include temperature modification and anoxic treatment. The use of pesticides is discouraged, and pesticides generally will be used only when other methods are exhausted or impractical. If the use of pesticides is necessary, it is done in accordance with OSHA regulations under the oversight of the St. Thomas environmental health and safety director.

## **D. Handling**

Appropriate training is provided by the conservation and collections management staff for all individuals given permission to handle objects in the University Collection. Additionally, all staff who are authorized to move objects in the University Collection are periodically trained and refreshed in appropriate handling, packing and shipping procedures by the collections management staff. The goal of this training is to ensure the preservation of objects in the University Collections as well as the safety of those handling the objects.

# **SECTION XI. LOANS**

## **A. Incoming Loans**

As a general rule, St. Thomas does not accept long-term or permanent loans of artwork. Short-term loans for a period of less than six months for use in a specific exhibit are encouraged. Objects may be borrowed from individuals, museums or other institutions for exhibitions and research.

### **1. Approval**

All incoming loans of objects for short-term exhibition purposes will be subject to review and approval by the university curator/collections manager. All incoming loans of objects for periods longer than six months will be subject to review and approval by university curator/collections manager and the chair of the Department of Art History.

All incoming loans must be documented in an incoming loan agreement that is developed or reviewed in consultation with St. Thomas legal counsel and executed by an appropriately authorized St. Thomas contract signatory. The university curator/collections manager and the Office of General Counsel maintain an incoming loan agreement template.

## **2. Insurance**

Incoming loans will be insured by St. Thomas as follows:

- a. When objects are loaned to St. Thomas, the lender must send a list of the objects to be displayed with values assigned to each object. The objects will be insured by St. Thomas while they are on the premises of St. Thomas, and the specific time period must be designated as part of the loan agreement.
- b. If the lender elects to maintain its own insurance coverage in lieu of insurance coverage by St. Thomas, then prior to shipping the object to St. Thomas, St. Thomas must be supplied with a certificate of insurance naming the University of St. Thomas as an additional insured or waiving rights of subrogation. If insurance is waived by the lender, the lender also must agree to indemnify St. Thomas for any and all loss or damage to the incoming loans occurring during the course of the loan. This agreement must be in writing as part of the loan agreement.

## **B. Outgoing Loans**

On occasion, short-term loans of up to one year of objects in the Permanent Collection may be made to qualified educational institutions, museums, galleries or cultural institutions for study or exhibit purposes at the discretion of the university curator/collections manager, but only in cases where the object will be adequately cared for and in situations that foster a broader educational purpose. Requests to extend the loan duration may be made prior to the end date of the original loan agreement. An object will not be loaned if transportation will damage the object. All outgoing loans must be approved by the university curator/collection manager and outgoing loan documents, must be developed (typically by the borrowing institution) or reviewed in consultation with St. Thomas legal counsel and executed by an appropriately authorized St. Thomas contract signatory. The university curator/collections manager and Office of General Counsel maintain an outgoing loan agreement template. In the event that the borrowing institute does not maintain such documents.

## **SECTION XII. PUBLIC ACCESS FOR RESEARCH AND SCHOLARSHIP**

If the condition of an object permits, St. Thomas will make objects in the University Collection available for scholarly research and use in accordance with the following conditions:

- a. The researcher must read, properly complete and sign a Research Access Request form (Appendix A to this policy) agreeing to comply with the rules for use of the object, which will be documented on the form.
- b. St. Thomas may limit the use of fragile, rare and unusually valuable objects.

- c. St. Thomas may limit the use of objects made from human remains and objects that may contain or be treated with toxic substances.
- d. Research may occur during designated hours or by appointment, depending on the availability of appropriate staff.
- e. Inventories, relevant files and the assistance of a St. Thomas staff member will be available to the user during the designated hours of use.

### **SECTION XIII. COPYRIGHT PERMISSIONS FOR THIRD PARTIES**

Individuals or organizations who wish to display or reproduce any image or object from the University Collection in any format, including but not limited to print or digital reproductions, other than in accordance with fair use under applicable copyright laws, must obtain prior written permission from the university curator/collections manager through the execution of a Rights and Reproduction Request form set forth in Appendix B to this policy. To request images, a Digital Image Request form, Appendix C, must be completed.

### **SECTION XIV. CREDIT LINE**

The appropriate credit line for objects loaned to other institutions by St. Thomas or permitted by St. Thomas to be displayed or reproduced by third parties is: "Courtesy of the University of St. Thomas, St. Paul, Minnesota," with non-breaking spaces in the university's name to ensure the entire university name is contained on a single line.

### **SECTION XV. REVIEW OF THIS POLICY**

This policy will be reviewed at least once every five years and revised as necessary. Revisions must be presented and reviewed by the chair of the Department of Art History and the dean of the College of Arts and Sciences, in consultation with the executive vice president and provost.



# Appendix A to Art Collection Policy Research Access Request

Date of initial publication: September <<date>>, 2019  
Date of latest revision: N/A

## UNIVERSITY OF ST. THOMAS ART COLLECTION RESEARCH ACCESS REQUEST

### CONTACT INFORMATION:

Name/Title: \_\_\_\_\_

Institutional Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Area of Research (Collection or Object to study):

Reason for Request:

Preferred Date(s) for Research Visit:

Note: If images are needed for personal reference or publication in any format (print or digital), please fill out the Digital Image Request Form (available upon request) and pay any applicable fees.

*Your signature below indicates that you have read and agreed to the attached policy and guidelines.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Authorized for the University of St. Thomas Art Collection by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RESEARCH ACCESS POLICY AND GUIDELINES:

If the condition of an object permits, St. Thomas will make objects in the University Art Collection available for scholarly research and use in accordance to the following conditions:

1. All requests must be submitted at least 4 weeks in advance of the desired dates for a research visit that involves access to the University Collection artworks and related materials.
2. Only persons who are listed on the Research Request Form will be permitted in storage and study areas.
3. Research must be conducted during normal business hours.
4. Researchers must observe all collection access and security regulations in storage and study areas and must follow instructions from Collection staff.
5. Researchers must leave all coats, umbrellas, bags, etc., in designated area.
6. Eating, drinking, and chewing gum are not permitted in storage and study areas.
7. Researchers may only use pencil in storage and study areas. No ball-point pens, markers, ink pens, or other permanent marking tools are permitted in storage and study areas.
8. Only Collection staff will move objects to and from storage equipment (e.g. shelves, drawers, etc.)
9. For the safety of the object and researcher, disposable gloves will be provided and must be worn if object handling it permitted by the Collection staff.
10. During object handling, tags or labels must never be removed from objects.
11. Cleaning (even superficial), dusting, and/or brushing objects is not permitted without consultation with the Collection staff.
12. No reference photography of artworks, objects, or materials is allowed. If images are needed for personal reference or publication in any format (print or digital), please fill out the Digital Image Request Form (available upon request) and pay any applicable fees.
13. Object testing (material analysis) and replicating (rubblings, impressions, and casts are not allowed.

Researchers should submit to the relevant Collection contact person one copy of any paper, publication, or webpage link that results from the work undertaken during the research visit.



# Appendix B to Art Collection Policy

## Rights and Reproduction Request

Date of initial publication: September <<date>>, 2019  
Date of latest revision: N/A

### UNIVERSITY OF ST. THOMAS ART COLLECTION RIGHTS AND REPRODUCTION REQUEST

**PLEASE FILL OUT THE INFORMATION BELOW AND READ PERMISSION CONDITIONS ON PAGE TWO BEFORE RETURNING TO:**

**Marria Thompson**  
**marria.thompson@stthomas.edu**  
**2115 Summit Ave, Mail 44C**  
**St. Paul, MN 55105**

#### APPLICANT INFORMATION:

Name: \_\_\_\_\_

Institutional Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### PUBLISHER INFORMATION:

Requests permission to publish the University of St. Thomas Art Collection’s image(s)/material(s) in the following:

\_\_\_ Book

Appendix B to  
Art Collection Policy for the University Collection  
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\_\_\_ Website

\_\_\_ Other (please state): \_\_\_\_\_

Title: \_\_\_\_\_

URL: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher/Producer: \_\_\_\_\_

Date of publication/release: \_\_\_\_\_

Image(s)/Material(s) Requested (Please include description and item number):

\_\_\_\_\_  
\_\_\_\_\_

**PERMISSION CONDITIONS:**

Permission is for one-time, one-project use only. The St. Thomas Art Collection, University of St. Thomas retains all rights to images or other content duplication from the art collection. The duplications may not be used for any purpose other than what is expressly defined in the use agreement.

Credit must be given to the University of St. Thomas Art Collection and the creator of the original work, if known. Credit must appear on or below the image/content, or in a designated credit section. For web uses, hover-view credits only are not acceptable.

If copyright is still in effect and the copyright is not held by the University of St. Thomas, the requester must seek permission from the creator of the original work or from the current copyright holder. St. Thomas will provide the creator's name, if known.

Photographs may be cropped to suit design and layout, but they may not be altered, colorized, or drawn up without a letter of permission in addition to the standard permission form.

The University of St. Thomas reserves the right to decline permission to requestors who have not complied with these conditions or whose use is deemed inappropriate.

Appendix B to  
Art Collection Policy for the University Collection  
Policy number: 800-CAS-1  
Date of initial publication: N/A  
Date of latest revision: February 10, 2020

The University of St. Thomas assumes no responsibility for infraction of copyright laws, invasion of privacy or any other improper or illegal use that may arise from reproduction of any collection materials.

In some cases, the University of St. Thomas Art Collection will request that a copy of the finished product be donated to the collection.

**FEES:**

Fees vary depending on who is using the image and what the intended purpose is. Generally, fees are not charged for use by non-profits. Fees are charged for commercial uses. Contact Marria Thompson ([marria.thompson@stthomas.edu](mailto:marria.thompson@stthomas.edu)) for more information.

**TERMS AND CONDITIONS:**

The University of St. Thomas will provide a copy of the requested image(s). I assume all responsibility for my use of the material and hold the University of St. Thomas harmless from any liability for copyright infringement, defamation, invasion of privacy, or other violations of state or federal law. I have read and understood the University of St. Thomas Art Collection's Permission Conditions.

I agree to use the following credit line:

<Object Title, Artist, University of St. Thomas Art Collection, Object Number, University of St. Thomas>

I understand that there may be fees involved for reproducing this material and I agree to pay any charges required by this request.

I agree to use the materials only once in the specified use described above. I understand that later or different use constitutes reuse and is prohibited. I understand that subsequent requests for permission to reuse images must be made in writing and that additional fees may apply.

If applicable, we encourage applicants to donate one copy of the work in which the material appears to the University of St. Thomas Art Collection.

I have read and agree to the Terms and Conditions, and I understand that failure to comply with these guidelines may result in the denial of future requests.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Appendix C to Art Collection Policy

### Rights and Reproduction Request

Date of initial publication: September <<date>>, 2019  
Date of latest revision: N/A

#### UNIVERSITY OF ST. THOMAS ART COLLECTION DIGITAL IMAGE REQUEST

**PLEASE FILL OUT THE INFORMATION BELOW AND RETURN TO:**

**Marria Thompson**  
**marria.thompson@stthomas.edu**  
**2115 Summit Ave, Mail 44C**  
**St. Paul, MN 55105**

When required, a payment in the form of a check made out to the University of St. Thomas must be received before an order can be processed. Collection staff reserves the right to waive/negotiate fees or other requirements on an individual basis. You will be notified of your fee total (if applicable) after submitting this form.

Images will be delivered electronically only, so please include a current email below.

A Rights and Reproduction Request must also be completed for all images requested for publication purposes and should be submitted at the same time as the Digital Image Request.

Requests can take up to 4 weeks to process from the date the request is received.

#### **CONTACT INFORMATION:**

Name: \_\_\_\_\_

Institutional Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**IMAGE(S) INFORMATION:**

Image(s)/Material(s) Requested (Please include description and item number):

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Resolution: Images provided for research, education, or study use will be of documentary quality with a maximum dpi of 200. Images are not publication quality. For permission to publish images, a Rights and Reproduction Request form must be completed.

Format Desired:

JPEG

TIFF

Other, please describe \_\_\_\_\_

I intend to use the reproduction(s) for:

Research

Publication (print, website, video, CD, etc.) or exhibition use

Educational or study use in s school, college, or university (non-publication)

Other (please state): \_\_\_\_\_

Title: \_\_\_\_\_

URL: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher/Producer: \_\_\_\_\_

Date of publication/release: \_\_\_\_\_

Image(s)/Material(s) Requested (Please include description and item number):

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• • • **To be completed by University of St. Thomas Art Collection Staff** • • •

**FEES:**

\_\_\_ Non-profit/educational use: no use fee is charged

\_\_\_ Commercial use: a use fee is charged. The total fee for this project \$ \_\_\_\_\_

\$25/image for commercial decorative use

\$50/image for use in books, magazines, brochures, newspapers, films, and video productions

\$100/image for use in advertisements

\$\_\_\_\_\_/image for other uses

\_\_\_ Waiver(s) \_\_\_\_\_

Permission is hereby granted to reproduce the above photographs provided the Requester meets the conditions listed on the Rights and Reproduction Request Form and pays the use fee, if applicable.

Authorized for the University of St. Thomas Art Collection by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_