

**EDINBORO UNIVERSITY OF PENNSYLVANIA - UNIVERSITY PROCEDURE**

**THE DISPLAY OF ART OBJECTS ON THE UNIVERSITY CAMPUS**

**OBJECTIVE**

To enhance the beauty and appearance of the Edinboro University campus, this procedure outlines the manner in which faculty, staff, students and friends of the University may secure approval to display artwork on campus at both external and internal locations. The tasteful adornment of the campus with artwork, particularly that of our faculty, staff and students, will depict an environment that is proud to celebrate and promote the talent and accomplishments of our various constituents as well as our long-standing history of success and recognition in art education and instruction.

**PROCESS**

1. Individuals who wish to display artwork on campus should complete the form attached to this procedure and present it to the Director of the Bruce Gallery of Art.
2. The Director of the Bruce Gallery of Art will convene an ad hoc committee consisting of the Chairperson of the Art Department, a student and an Art Department faculty member with expertise in the respective medium to review the request. The request, with the ad hoc committee's comments and endorsement, shall be forwarded to the Personnel, Space and Policy Committee (PSPC).

If the ad hoc committee does not endorse the request, it shall be forwarded to the Provost and Vice President for Academic Affairs with explanation relative to the committee's decision. The Provost and Vice President for Academic Affairs will review the request and the ad hoc committee's input and decide whether it merits being forwarded to the PSPC for review and recommendation to the President for implementation.

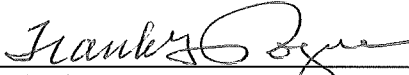
2. The PSPC will review requests and verify the viability of the proposed location for the artwork. If no location is identified, the PSPC will recommend a location or alternate locations if that which is recommended is not viable.
3. The request, complete with placement, security, and maintenance implementation guidelines and recommendations, will be forwarded by the PSPC to the President for final approval.
4. If the requester wishes to donate the artwork to the University, it shall be subject to the Deed of Art Gift Procedure, which is an internal Bruce Gallery of Art procedure and is attached to this procedure for informational purposes.

DISPLAY OF ARTWORK

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5. Upon receipt of the President's approval or denial of the request, or (from the Provost) affirmation of a denial recommended by the ad hoc committee, the Director of the Bruce Gallery of Art will inform the requester in writing of the decision regarding the request. The Director will work with the requester to secure approved artwork and, when applicable, contact the requester upon expiration of the display period to arrange for the return of the loaned artwork. Any shipping or handling charges are the responsibility of the requester. If at the conclusion of the display period the Director is not able to reach the requester after reasonable attempt, the Director may attend to the work's disposition as he/she deems appropriate. Record of such disposition shall be maintained in the Bruce Gallery of Art files.
  
6. Students who wish to display artwork on campus for a period of time not to exceed one semester may submit the attached request form to the Director of the Bruce Gallery of Art who will consult directly with the Chairperson of the Art Department and, if approved, will submit the request to the Provost and Vice President for Academic Affairs for approval. Student artwork may be displayed for periods of time not to exceed one semester at previously approved locations which are administered jointly by the Director of the Bruce Gallery of Art and the Chairperson of the Art Department. Identification placards will be prepared by the Director of the Bruce Gallery of Art who will also arrange for the artwork to be removed and returned to the student upon expiration of the display period.

Attachments (Deed of Art Gift Procedure and Request to Display Artwork Form)

Approved by   
Frank G. Pogue, President

Effective Date 6/1/99

Review Date AS REQUIRED Procedure Number

PRESIDENT'S OFFICE

**Request To Display Artwork on the Edinboro University of Pennsylvania Campus**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**Description of Artwork to be Displayed:**

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

**Desired/Proposed Location:** (If no location is identified, an appropriate location will be determined by the Personnel, Space and Policy Committee. Please identify any restrictions or concerns regarding the placement of the proposed piece.)

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

**Length of Time and/or End Date of Proposed Placement:** \_\_\_\_\_

(If you are not able to be contacted at the address/phone listed above [or at any subsequent/preferred location provided in writing by the requester to the Director of the Bruce Gallery of Art] within one month after the expiration of the proposed placement, the University reserves the right to attend to the disposition of the artwork as it deems appropriate.)

**I wish to donate the above-described artwork to the University:** \_\_\_\_\_  
Yes No

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

Submit this form to:

Director of the Bruce Gallery of Art  
Doucette Hall  
Edinboro University of Pennsylvania  
Edinboro, PA 16444  
Phone: 814-732-2513/2406

**DEED OF ART GIFT PROCEDURE AND PAPER FLOW  
EDINBORO UNIVERSITY OF PENNSYLVANIA  
BRUCE GALLERY OF ART**

1. Bruce Gallery is contacted by a donor.
2. Bruce Gallery sends two copies of the Deed of Art Gift forms to the donor (or as many copies in pairs as are needed).
3. All copies are signed by the donor and are returned with the gift to Bruce Gallery of Art.
4. The gift is inspected and accepted (or not) by Bruce Gallery.
5. If the Gallery accepts the gift, the Gallery signs the forms and sends them to the Office of Institutional Advancement for acceptance or rejection by that office.
6. If accepted by Institutional Advancement, the process goes forward to the President and to the Council of Trustees.
7. When the University has completed the acceptance of the gift, both forms come back to Bruce Gallery and an accession number is assigned and recorded in the Permanent Art Collection Register, in the Card File and on the Permanent Art Collection computer file.
8. One of the Deed of Art Gift forms is retained by the Bruce Gallery and put into the Permanent Collection Documentation File. The second form complete with an accession number is returned to the Office of Institutional Advancement to become part of the records of the University.
9. Note that at two points a gift can be rejected – first by Bruce Gallery and then by the University. If the Gallery rejects the gift, it can still be accepted by the University for some other purpose, but it cannot become part of the Permanent Collection.