



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

**Office of the President**

**Approved By:** Richard R. Rush  
President

**Policy Number:** OP.01.003

**Effective Date:** 4/7/09

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## **Policy on Acquisition/Acceptance of Artwork, Antiquities and Artifacts**

### **PURPOSE:**

This policy establishes the guidelines for acquisition/acceptance of works of art, antiquities and artifacts for the University's permanent collections. Public art on the campus of California State University Channel Islands (CSUCI) should expand and increase awareness of and sensitivity to the environment it creates and enrich the campus cultural environment. Objects acquired/accepted should enhance the educational experience for students and reflect the Mission of the University.

### **BACKGROUND:**

CSU Executive Order 276; California Civil Code 987 & 989

### **POLICY:**

#### **Accountability:**

Objects are recommended for acquisition/acceptance by the Campus Acquisitions Committee (CAC), confirmed by the Physical Master Plan Committee (PMPC), approved by the President, and accepted on behalf of the CSUCI Foundation by the Director of Foundation Operations.

#### **Applicability:**

This policy applies to all acquisitions/acceptance of artwork, antiquities and artifacts by Cal State Channel Islands that will be considered in the permanent collection of or on loan to the University including those of academic programs, the University Library, campus archives, University Advancement and those associated with capital projects.

#### **Definition(s):**

Artwork: Paintings, prints, sculptures, drawings and environmental installations including individual memorials.

Antiquities: Objects or relics from ancient times.

Artifacts: Objects/Documents of archeological or historical interest.

Object: Any work of art, antiquity or artifact.



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**Public Space:** Any interior or exterior areas open for visitors or students to enter during regular business hours. These areas include, though are not limited to, hallways and corridors, building lobbies, conference rooms, courtyards, the University library, and all other University open spaces or lands available for general traffic.

**Text:**

It is the policy of California State University Channel Islands (CSUCI) that the acquisition/acceptance of artwork, antiquities and artifacts for the University's permanent collection or for loan to the University for a period of six weeks or more will be based upon the assessment of specified criteria as determined by CSUCI and the CSU Chancellor's Office and specified in the procedure section of this policy. The authority to commission works on behalf of CSUCI and/or the CSUCI Foundation resides solely with the University President.

Objects may be added to the University's permanent collection by means of gifts, commissions, bequests, purchases, exchange or any other transaction in which titles of objects pass to CSUCI or the CSUCI Foundation. All objects acquired by the CSUCI Foundation shall become sole property of the CSUCI Foundation and shall not be encumbered or restricted. The CSUCI Foundation reserves the right to sell or otherwise deaccess artwork in accordance with the deaccession guidelines established in the Procedures for Acquisition, Loans to the University, and Deaccession. The CSUCI Foundation reserves the right to transfer title of objects to CSUCI as appropriate. Objects donated to the Foundation with intent to sell shall be retained by the CSUCI Foundation until sold. Objects on loan to the University for short-term exhibition, 6 weeks or less, shall be accepted according to the Procedures for Acquisition, Loans to the University, and Deaccession.

All objects in the University's collection must remain in their rightful position on campus. Exceptions may be made for use of objects for sanctioned University activities with the written approval of the Chair of the CAC, the Director of Foundation Operations (if property of the CSUCI Foundation), and the President.

**EXHIBIT(S):**

Procedures for Acquisition, Loans to the University, and Deaccession

Artwork, Antiquities and Artifacts Proposal and Acquisition/Acceptance Form