

Guideline: Art Acquisition

This guideline presents best practices when approached by potential donors, alumni, or visual artists external to the University who wish to donate art to the college and/or University and is in accordance with the University's Gift Acceptance Policy for artwork which states:

"Gifts of artwork, collections, intellectual property, patents and royalties: Gifts of property in any of these categories are accepted on a case-by-case basis. Gifts of artworks and collections, however, are specifically handled through the University Art Advisory Committee. This committee oversees all major donations or purchases of individual works and collections according to the university's Collection Management Guidelines. Any RIT staff member identifying a potential gift, whether an individual work or collection of art or artifacts, must contact the RIT Archivist with a detailed description of the items under consideration."

- 1) When cases such as these arise, college faculty and administrators, development and alumni relations personnel will notify the Dean or a Dean's representative and the college advancement officer of such an offer of donation.
- 2) The Dean or Dean's representative then contacts the RIT Archivist about the prospective donation: <https://library.rit.edu/archives/make-donation>
- 3) The RIT Archivist in turn evaluates the appropriateness of the donation to the University's mission and informs the University's art acquisition committee. The art acquisition committee consists of the Archivist, professional faculty with art or curatorial expertise, and representatives from advancement and finance administration. The art acquisition committee follows its stated policies for the proper acceptance of art donations, the ability to store and preserve donated items, and the donated items' appropriateness to the university's mission and current collection practices.
- 4) Any decisions will be conveyed to the donor by the advancement officer and or the Archivists, the Dean or Dean's representative.

Since it is not a collecting entity, the college works in tandem with committee and individuals cited above in order to assure the robust evaluation of a prospective donation and that any accepted donation is then properly catalogued, housed and preserved following accepted archival practices.

Responsible office: CAD

Effective: November 2020

Guideline History: October 2020