UNIVERSITY ART COLLECTIONS AND GALLERIES
POLICIES AND PROCEDURES

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Article I - Mission

The mission of the University Art Collections and Galleries is to inspire and educate, and to enhance the presence, visibility, and impact of the visual arts on campus and at national and regional levels. Through their permanent collections, exhibitions, performances, and educational programs, the galleries serve to deepen the understanding of human creativity, to promote scholarship, outreach, evaluation, and interpretation of the visual arts, and to strengthen appreciation for cultural and historical values with particular focus on the MENA region.

Article II – Goals

1. To acquire, develop, preserve, and study comprehensive and exemplary permanent collections of mostly modern and contemporary art with a Middle Eastern focus.

2. To increase and maintain the collections by developing and implementing strategies to attract grants, donations, and gifts of art.

3. To further research on art in the MENA region.

4. To collaborate with the University’s faculties and schools, and to be an integral part of the University's educational offerings, in general, and of teaching programs for the visual and performing arts, in particular.

5. To maintain an interactive program of exhibitions and cultural activities for the public, heightening awareness and encouraging participation.

6. To cooperate with local, regional, and international art centers by organizing temporary exhibitions, residencies, and seminars as well as through publishing initiatives.

7. To support the professional development of artists and arts practitioners in Lebanon and the region.

8. To maintain international standards for curating, scholarship, and the galleries’ programs.

9. To mount exhibitions that address a wide variety of philosophical, cultural, historical, or artistic issues.

10. To serve as a repository of information on the visual arts in Lebanon and the region.
Article III - Organization of the University Art Collections and Galleries

Section 1 - Director

The director of the university art collections and galleries reports to the provost and is responsible for setting the strategy for collecting, maintaining, and de-accessioning items in the collections, as well as organizing a yearly program of exhibitions, artist talks, and symposia. The director coordinates with all academic units that use the collections in their teaching and public outreach. The director also plays a leading role in securing gifts, grants, and funds to support arts initiatives related to the collections and galleries.

Section 2 - Committees

1. Art Steering Committee: The director generates, solicits, and promotes ideas on collections, exhibits, outreach programs, and collaboration with other art centers and institutes. The director and the committee decide on matters related to the galleries’ budgets, gifts, acquisitions, loans, collaborative agreements, exhibitions, and the integration of the galleries’ program into the AUB curriculum. Recommendations are submitted to the provost for approval or further deliberation. The committee’s members are appointed by the provost after consultation with the director. The committee includes the director, two faculty members from the Department of Fine Arts and Art History (FAAH), a non-voting student member recommended by the FAAH chair, and two to three additional faculty members drawn from other university departments. The members serve for periods of three years, renewable.

2. Art Advisory Council: An art advisory council convened by the president advises on matters relating to the mission, operation, and fundraising of the university art collections and galleries, and provides periodic feedback to the director. The Art Advisory Council includes the director, the provost, the vice president for university advancement, a faculty member from the Art Steering Committee, and four to five members appointed from the arts community by the president.

Section 3 - Committee/Council Meetings

1. The Art Steering Committee meets once a month. Additional meetings may be held as needed. Minutes of all meetings are sent to the Office of the Provost.

2. The Advisory Council meets at least once per year. Minutes of all meetings are sent to the Office of the Provost.

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Article IV - Director

Section 1 - Appointment of the Director
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Section 1 - Appointment of the Director

The post of director carries an appointment in the Department of Fine Arts and Art History, and the director is thus a full member of the university faculty. The director is appointed in accordance with standard university practice for the recruitment of faculty members. The appointment is subject to review according to the schedule for normal faculty contracts. Reappointment is conditional on satisfactory performance and completion of duties.

Section 2 - Responsibilities

The director is responsible for:

1. The ongoing administration and professional care of the university art collections; the curation of permanent and temporary exhibitions; and the administration and promotion of the university galleries in all their aspects.

2. Working in close cooperation with the Department of Fine Arts and Art History and other academic units.

3. Supervising the publication of art from the university collections as is appropriate.

4. Overseeing publicity, public relations, and community outreach, both to the artistic community and to the general public, in coordination with the Office of Communications.

5. Cultivating links and developing opportunities for collaboration with private and public art institutions, museums and galleries, and art professionals in Lebanon, the region, and internationally.

6. Fundraising to support the University Art Collections and Galleries in coordination with the Office of Advancement.

7. Preparation of the budgets of the galleries.

8. Preparation of the annual report.
Article V - Personnel

Section 1 - Professionalism
Section 2 - Conflict of Interest
Section 3 - Personnel Practices

Section 1 - Professionalism

The University Art Collections and Galleries are governed by AUB’s policies and procedures. The director, staff, volunteers, and members of the steering committee and advisory council should act with integrity and objectivity and in accordance with the highest ethical standards, as outlined in university policies and procedures, such as the Code of Business Ethics. They are also expected to uphold principles of freedom of expression in all of their activities.

Section 2 – Conflict of Interest

1. The University Art Collections and Galleries are governed by AUB’s policy on Conflict of Interest. Conflicts of interest can occur in buying or selling works of art, artifacts, or archival material; in accepting gifts; in receiving special treatment from persons with whom AUB or the galleries conduct business; in acting as an outside consultant; or in engaging in outside employment.

2. The University Art Collections and Galleries do not purchase works owned by individuals associated with the galleries such as staff or members of the steering committee and advisory council. Persons who act as consultants on purchases may not benefit personally from privileged information.

Section 3 - Personnel Practices

1. The staff must abide by university policies in all matters related to the galleries’ staffing, management practices, volunteer opportunities, collections, usage, and relationships with the public at large.

2. Volunteer participation may be solicited. Volunteers should work under close supervision and should not accept gifts, favors, discounts, loans, and other dispensations or objects of value that accrue to them from other parties in connection with carrying out duties for the institution.

3. Any solicitation of gifts must be carried out in coordination with the vice president for university advancement.

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Section 1 - Procedures

1. Acquisition and De-Acquisition Procedures

   a. The Art Steering Committee is vested with the responsibility for making recommendations for the acquisition and de-acquisition of works or the acceptance of gifts.

   b. The director initiates the process for the acquisition or de-accession of works or the acceptance of gifts by submitting a proposal to the Art Steering Committee, which reviews the proposal and sends it to the provost with its recommendation for approval. The director and committee may consult outside experts as necessary.

   c. All acquisitions, gift or purchase, are chosen after consideration of such criteria as quality, condition, capacity to enhance or supplement existing collections, usefulness for long-term teaching, alignment with the mission and goals of the University Art Collections and Galleries, and the University’s ability to insure, conserve, and display or store the objects.

   d. In his proposal to the Art Steering Committee, the director is responsible for addressing any questions of authenticity, documenting scholarly opinion as to an object's attributes, offering an opinion on any special care or facilities needed to maintain the object, and estimating the cost of insurance, transportation, conservation, installation, and/or storage. If the total cost of an acquisition or gift, including purchase price (if relevant), fees or commissions, and costs related to insurance, transportation, conservation, installation, and/or storage for one calendar year exceed the amount of $100,000, the provost will forward the Art Steering Committee’s recommendation to the president, who will take it to the appropriate Board of Trustee committee or the full BOT for final approval.

   e. In acquiring works of art, the University Art Collection and Galleries seeks to avoid any guarantee of perpetual exhibition or limits on de-accessioning and disposal. The galleries do not generally accept groups of art works with the condition that they be held intact as a body. The Art Steering Committee can recommend an exception to this rule.
f. The director should be familiar with current government regulations, in Lebanon and the United States, regarding the treatment of charitable contributions of works of art, especially those relevant to the valuation of donated property.

g. The University Art Collections and Galleries will not acquire works of uncertain legal title or in violation of the UNESCO convention on illicit trade and intellectual property rights-copyright, patent, trademark, and trade secrets. Reasonable effort is made by the director and the Office of University Advancement, if necessary, to determine that the owner/vendor has legal title to the work and authority to transfer such title and rights to the University. The galleries do not, knowingly, acquire any work that has repatriation restrictions, or that has been stolen, removed in contravention of treaties, or illegally imported to Lebanon, or about which there may be any suspicions as to illicit ownership. The dealer or donor may be asked to attest to these facts through customs documents, a warranty of sale, or a deed of gift.

h. Ideally, title to the object includes all rights and interests, among them copyright, patent, trademark, and trade name, which must be expressly stated in the deed of gift or bill of sale. Restrictions as to an object’s intellectual rights may be acceptable, but nonetheless must be considered and documented fully during the acquisition review process.

i. Staff and members of the Art Committee and the Advisory Council are prohibited from evaluating or appraising a work of art currently owned by AUB or a proposed acquisition for tax or legal purposes.

j. Transfers and exchanges are treated in the same manner as gifts and bequests.

k. The director and the vice president for university advancement acknowledge approved gifts, bequests, exchanges, and transfers.

l. The director and the vice president for university advancement inform a donor by letter if a gift or bequest is declined. The director arranges for the transport of the object at the donor's expense and consolidates records.

m. Other Objects on Campus: works of art and artifacts acquired, held, and used on campus by various departments are the property of the University. Any university acquisition must be reported to the director. The director and the Art Steering Committee may, at their own initiative, register, assess, evaluate, and recommend on the exposition and preservation of all works of art owned by the University.

Section 2 - Copyright Issues

1. All images stored in the galleries’ database may be freely accessed by the faculty for educational purposes.
2. Works owned or loaned by the University are copyrighted, and permission must be sought to reproduce them, with proper credit given.

3. Photographs may be taken if not for commercial use.

Section 3 - Records

1. The director will develop registration standards for accession files for acquired or donated objects in coordination with the vice president for finance.

2. The director is responsible for maintaining an accession file for each acquired or donated object. The director will ensure that the accession files include all original memoranda, correspondence, invoices, purchase records, transfer of rights documents, deeds of gift, appraisals, condition and conservation reports, photographs, and other records vital to an object’s history. The accession file is considered the permanent record of an object. The director will also keep a complete written record of the justification and circumstances under which an object was de-accessioned and disposed. Such records will be retained as part of the permanent collections records.

3. The director and the Office of University Advancement both keep records of all gifts accepted or declined by the University.

4. The director and the provost ensure that the terms of gifts are honored.

5. The location and condition of each object held by the University must be known at all times by the director. Procedures must be maintained for the periodic evaluation of the condition of the collections and for their general and special maintenance.

Section 4 - Internal Audit

The director of the university art galleries informs the Office of Internal Audit in writing of any acquisitions or gifts of art to AUB or the galleries and of any objects that are to be de-accessioned. The director explains exceptions to the established procedures for accession and de-accession in writing.

Section 5 - Loan Policy

1. All incoming and outgoing loans must be consistent with the long-term conservation of the works of art and the galleries' collections, exhibition, and education objectives.
2. The director must ensure that reasonable conditions for an incoming and outgoing loan are met. This includes an advance request from the borrowing institution, guarantee of the safety of the object, insurance regulations, and institutional facilitation of the display of the loaned object.

3. The borrowing institution permits the University Art Collections and Galleries to determine the terms and conditions of shipment and applies all the conditions imposed by the original terms of the gift on the object as applicable. The fee for loan is determined on a case-by-case basis.

4. The borrowing institution(s) is generally required to provide proof of insurance at the terms specified by the University Art Collections Galleries and for the duration of the loan. Foreign government indemnity coverage will be considered when applicable. In certain instances, however, the galleries may elect to maintain their own insurance and to bill the borrowing institution(s) for the premiums.

5. Incoming loans are not automatically insured by the University Art Collections and Galleries. It is the responsibility of the director to discuss the placement of the insurance liability with the lender and to reach an agreement with the lender on the loan value of the item. In the event that a lender is unable to provide a value, the galleries may provide, in writing, one that is acceptable to both parties and that reflects fair market value.

6. The director approves all incoming and outgoing loans in writing.