

American River College

Permanent Art Collection

Mission Statement and Bylaws

DRAFT Updated Spring 2019

The primary mission of the American River College Permanent Art Collection, under the supervision of the ARC Art Department, is to collect, preserve, exhibit and interpret historic and contemporary art from Northern California, the United States and various cultures of the world for the education and enjoyment of ARC students, staff, and the general public.

Objectives in fulfilling this mission are:

- To establish the American River College Art Department, the James Kaneko Gallery and Permanent Art Collection as a significant visual arts facility for the campus and the community.
- To develop a comprehensive permanent art collection through the acquisition of gift or purchase of significant, quality art works.
- To provide facilities to properly protect, store and display the Permanent Art Collection.

The realization of this mission and the orderly enhancement of the collection are the responsibility of the Art Department at American River College, in cooperation with the ARC Foundation.

The highest ethical and professional standards shall be adhered to, and all collection activities will be in accordance with American River College and Los Rios Community College District policies and procedures and the laws of Sacramento County and applicable state, national and international laws and regulations. –ARC Art Department faculty, May, 2013

I. Acquisitions

The American River College Permanent Art Collection, (hereafter ARCPAC) is a collection of quality works of art which meet the criteria listed below.

Acquisitions, whether permanent or long-term-loans, shall be accepted by the ARCPAC Committee and the FAA area Dean.

A. Criteria

1. Each acquisition is evaluated according to the following criteria:
 - A. It represents artistic excellence, high quality, and value.
 - B. It augments and/or enhances the quality of the existing collection.
 - C. It is representative in nature of the broad scope of works of local and regional artists.
 - D. It offers educational opportunities to enhance cultural awareness, fostering inclusivity, supporting diversity, and promoting the free exchange of ideas with a commitment to equity and social justice.
 - E. It will be accepted with the awareness that American River College serves a diverse socioeconomic student population.
 - F. Whether the college has the necessary resources to maintain, preserve, secure, display and/or store the work.
 - G. Art work of ARC students, alumnae, staff, and faculty members will receive special attention.

B. Accessioning

Accessioning is the process used to accept and record an item, therefore incorporating it into the ARCPAC.

1. Collection artworks can be acquired by gift (donation), purchase, or exchange.
2. Items proposed for accessioning must be evaluated according to the collecting criteria above. The criteria for "quality" may include:
 - A. The creativity, influence and innovation of the artist evidenced in the work.
 - B. The execution of the work, breadth and depth of its intention, as well as; the significance and impact of its values and statement.
 - C. The art historical and/or cultural significance of the work.
3. Each item proposed for accession must be presented to the ARCPAC Committee.
4. Acceptance of works for accessioning into the ARCPAC is by majority approval of the ARCPAC Committee.
5. The ARCPAC Committee may form an Ad-Hoc Committee for accessions by call or special Public Art Projects on the ARC main or Off-Campus Centers.

6. The ARCPAC Committee will not knowingly accept or purchase any item that is in violation of the laws of the U.S. or other countries at the time of its accession. Nor will it accept any item for which the ownership is in dispute.
7. The ARC Foundation serves as the official receiving body for ARC PAC donated collection items.

C. Restrictions

1. The ARCPAC will encourage clear and unrestricted gifts to the collection. If the acceptance of a restricted gift (for example, one in which the donor retains copyrights) is approved, evidence of such restriction will be kept on file with accession records.
2. No work of art will be accepted with an attribution or conditions-of-exhibition guaranteed in perpetuity.
3. Regarding artworks that come into the collection by way of a signed contract (as the two agreements with the Warhol Foundation); such contracts and their provisions supersede, in the case of a conflict, any policy changes made by the district, the college, or the ARCPAC Committee.

D. Offer of Entire Collection

1. Due to the preservation and utilization of a large number of items, offers to donate entire art collections are considered only after an evaluation of ARCPAC's ability to meet those responsibilities presently and in the future.
2. Records documents provide information on items and their movement, placement and care under control of the ARC Art Department under the guidance of the ARCPAC Committee. These records relate to items by a unique number system and should provide easy retrieval of item information location. These records shall include, but are not limited to:
 - A. Information about the artist.
 - B. Descriptive record of each item including: title, date, medium, dimensions, appraised value and description.
 - C. Donor or source of the donation
 - D. Deed of Gift or other documentation on legal status of item.
 - E. Information on activity of the item (loan, exhibition, conservation treatment, etc.)
 - F. Information regarding the item's historical, cultural and/or artistic context.
3. Collection records will be kept in a secure location on campus. Duplicated records will be maintained off-site.

4. As per Section 6255 of the Public Records Act of California Government Code, the following items of information shall be disclosed upon receipt of written request.
 - A. Name of anonymous donors or prior holders.
 - B. Mailing address of donors, lenders or prior holders.
 - C. Location of objects not on public display.
 - D. Value of items, including purchase price, insurance or appraised value.

E. Deaccession

1. An ad-hoc advisory committee comprised of PAC members, shall be formed when necessary to consider the permanent removal of a piece of art from the collection as necessary to strengthen the integrity of the collection, due to lack of space for storage and display, or if the work of art is damaged beyond repair. Action to remove art from the ARCPAC will be done with attention to and respect for the artist's rights and reputation.
2. Works to be removed will be disposed of by one of the following methods:
 - A. Sale through art auction, gallery, or by other arrangements
 - B. Gift back to the original artist
 - C. Destruction or recycling so that no piece of recognizable work remains
3. Proceeds from the sale of works from the collection will be used to purchase new art works to grow the collection and/or enhance and improve the collection facilities.

F. Outgoing Loans (Campus Loans)

1. Selected works may be lent by special arrangement to approved campus locations.
2. The campus facility where the work will be installed must be considered for the following concerns: security, lighting and/or exposure to sunlight, climate control, and use of the area.
3. Condition for On-Campus Loans:
 - A. Loans are made to Departments or Offices – not individuals.
 - B. The ARC/PAC Curator, Kaneko Director, and Collection Manager will monitor the loans by title, location, and length-of-time at location for each loaned work.
 - C. Records of all loans will be kept on file in the Collection Records in the PAC Repository.

4. Responsibilities of the borrowing department or office include:
 - A. Adherence to special conditions of display or handling requested by the ARCPAC.
 - B. Assurance that the item on loan is handled by the ARCPAC or designated staff only.
 - C. Assurance that the item is not altered in any way, neither loaned nor moved to another department or office without permission of the ARCPAC Committee.

G. Outgoing Loans (Off-Campus Loans)

1. Selected works may be lent for exhibition by special arrangement to approved off-campus locations.
2. The off-campus location where the work will be loaned for temporary exhibition must be considered for the following concerns:
 - A. Insurance coverage of the artwork during transportation of the artwork, to and from the location, and during the exhibition period.
 - B. Security and installation management.
 - C. Lighting and/or exposure to sunlight during the exhibition period.
 - D. Climate control during the exhibition period,
 - E. De-installation of the loaned work and return of the work to the ARCPAC Repository.

The ARCPAC Committee will approve all off-campus locations and loans using the above criteria.

II. Care and Control of Collections

A. Responsibilities

1. A fundamental purpose of the ARCPAC is the proper, care, protection, storage and handling of all accessioned items. Policies and procedures shall be maintained in order to assure this goal is met. This responsibility is shared by the ARC Art Department under the guidance of the ARCPAC Committee, the ARC Foundation, and ARC.
2. A Collection Management Team, appointed by the ARCPAC Committee, who is classified staff person(s), will handle the day-to-day maintenance, monitoring, and bi-annual insurance reporting of the collection.
 - A. Collection Manager– Responsibilities:

- i. The day-to-day maintenance, monitoring, on-campus installation and de-installation of collection items as needed.
- ii. Upon receiving newly accessed donated collection item (s) the Manager is responsible for the following in a timely manner:
 - a. Receive and Forward to the Reporting Support Staff member the ARCPAC *Intent-to-Give* and *Gift/Private Grant Acquisitions Report*.
 - b. Forward the ARC Foundation's *In-Kind-Form* to the Reporting Support Staff member.
 - c. ¹Obtain the qualified written appraisal from the donor, for any collection item that is valued at \$5,000 or more and submit this with the In-Kind-Form and other documents and forward to the Reporting Staff member.
 - d. Photograph and prepare display labels for the newly accessed collection item (s).
 - e. Assist in digitally updating the online PAC inventory list, as needed.
- iii. Maintaining the PAC Repository as needed semester-by-semester with the PAC Curator.

B. Collection Media/Tech Support Staff – Responsibilities include the development and maintenance of the PAC inventory digitally and update the software and programs to assist in maintaining the online PAC inventory list, as needed.

C. Collection Reporting Support Staff – Responsibilities include: 1) Digitally updating the online PAC inventory list upon receiving the Intent-to-Give, Gift/Private Grant Acquisitions Report, the In-Kind-Form(s), and written appraisal, if applicable; 2) Forward all required forms to the Foundation Office; 3) Timely submission of the bi-annual insurance reporting; And 4) assist in any other reporting needs as required.

D. ¹In event a donor does not provide an appraisal for items valued at \$5,000 or more, then the ARCPAC Committee will reconsider the accession of the work(s) or pursue the funding to procure an appraisal of value as required by district policy prior to accession of the artwork.

E. The ARC/PAC Curator will meet with the Collection Management Team on a semester-by-semester basis to review the process, maintenance, updating, and reporting for the ARCPAC and recommend any changes as needed.

3. The physical condition of the collection shall be regularly monitored to determine any needed conservation treatment. Proper professional display techniques and security measures shall be utilized at all times.

4. Collection items not on display or otherwise on loan are housed in the PAC Repository, a secure, clean, and temperature-controlled storage area on the ARC campus. The ARC/PAC Curator and Collection Manager shall monitor the area for adequacy and security on a regular basis. Access to these areas by other campus faculty or staff members, guests,

students, or volunteers must be authorized by the Art Department Chair, the ARC/PAC Curator, or the Kaneko Gallery Director.

5. Files listing the current location of each item in the ARCPAC shall be maintained. Movement of any item will immediately be recorded. An ARCPAC Committee member, Collection Manager or Designee may only move collection items on loan or in the gallery's custody.
6. Works will be hung on campus at the discretion of the ARCPAC Committee without a designated period. The ARCPAC Committee and/or the Collection Manager will notify and work with campus personnel to ensure the protection and security of each publicly displayed item on campus.
7. In the event of a dispute, the ARCPAC Committee will follow the college's shared governance policies and procedures for resolution.

B. Display and Storage, and Access to the Collection

1. Display and Storage: It is expected that the works of art included in the ARCPAC will be displayed throughout the college's main campus and centers, in offices, and inside and outside public areas. As feasible, the art will be moved on occasion to different locations to broaden the opportunity for the works to be viewed by as many different individuals as possible. An art plate with the title, artist, brief description and donor will be next to each artwork on display.
2. Permanent installations on campus will be approved through the ARC Presidents Executive Staff, (PES).
 - a. Permanent installations valued over \$5000 also need an appraisal, and the PAC committee and PES will consider this district requirement as part of the accession process.
3. Access: Requests for access to collection items not on public display and/or to records pertaining to the collection shall be coordinated with the ARCPAC Curator and/or the Collection Manager. Every effort will be made to accommodate all reasonable requests. The ARCPAC Curator will strive to provide maximum accessibility to the Collection, consistent with staff availability and the security and physical condition of collection items.
4. Maintenance: The collection will be inspected by the ARCPAC Curator or designated staff, and condition will be reported to the Art Department annually. This process will identify specific art that needs maintenance or repair and suggested plan for such repair or maintenance.

C. Insurance

1. Under the guidance of the ARCPAC Curator, the Collection Reporting Staff Member will have access to the updated online PAC Inventory list for collection records and insurance reporting purposes.
2. All works of art in the ARCPAC shall be given a qualified appraisal by a professional appraiser and be insured under the Los Rios Community College District Insurance policy. The LRCCD General Services is to receive on its official form a semi-annual report in January and July of any new art added to the collection and that is valued at \$5,000 or more, along with a copy of the related appraisal, and any other documentation required.
4. Artwork on loan for exhibition at the James Kaneko Gallery:
 - a. Works on loan valued at or over \$10,000 must have an appraisal to be insured.
 - b. Maximum insurance per exhibition is limited to \$200,000.00 per district policy.
 - c. If the artist(s) provides an itemized list of works to be exhibited a minimum of one month before their exhibition, then their works may be insured with the District General Services for the duration of the exhibition.
 - d. An itemized list of artworks sent with the official form under the district insurance policy needs to be completed for the works to be covered.
 - e. This does not include transportation to and from the Kaneko Gallery.
 - f. Artwork on loan not complying with this time-line are not insured.
 - g. Artist(s) then will sign the Waiver of Non-Insurance for the duration of the exhibition.

III. Review: Collection Management Policy

The ARCPAC Committee shall review these bylaws annually and report to the Dean of Fine and Applied Arts and the ARC College President (PES) as to the compliance with the Mission Statement and Bylaws and any changes proposed.

The Art Department will give advice to the ARCPAC committee to any additions, deletions, or revisions on an annual basis.