

# **Grand Valley State University Art Museum**

## **Collections Management Policy**

Revised January 2026

### **Table of Contents**

- I. Statement of Purpose and Mission Statement
- II. Purpose of the Collections Management Policy
- III. Duties of the Collections Committee
- IV. Scope of the Collection
- V. Acquisitions
- VI. Deaccessioning
- VII. Care of the Collections
- VIII. Records and Inventories
- IX. Access to the Collection
- X. Loans
- XI. Authorization and Effective Date
- XII. Appendices
  - Appendix A: Deaccession Form
  - Appendix B: Outgoing Loan Form
  - Appendix C: Incoming Loan Form
  - Appendix D: Artwork Tracking Form

## I. Statement of Purpose and Mission Statement

### **Mission Statement**

The mission of the Grand Valley State University Art Museum (GVSU Art Museum) is to encourage appreciation and understanding of art and its role in society through direct engagement with original works of art. The GVSU Art Museum acquires, preserves, interprets, exhibits, and otherwise makes accessible works of art for the benefit of a variety of audiences, in support of the interdisciplinary educational goals of the University and for the benefit of the community at large.

### **Vision Statement**

To shape and enrich the quality of life for the residents and visitors of Grand Valley State University and to become a leader in the areas of art appreciation and interdisciplinary education for the local community.

## II. Purpose of the Collections Management Policy

This Collections Management Policy (the “Policy”) is intended to document the policies set in place to develop and care for the GVSU Art Museum’s permanent art collection consistent with the mission of the GVSU Art Museum, Grand Valley State University, and with professional museum standards.

Through this Collections Management Policy, the GVSU Art Museum ensures that:

- the collection is accounted for by an annual inventory and documented in the collections management database;
- its collections are protected, secure, cared for, and preserved;
- acquisitions, deaccessioning and loaning of artworks in the collection are conducted in a manner that follows the GVSU Art Museum’s mission, applicable to the law, and reflects the highest ethical standards and AAM National Best Practices and Standards;
- access to the collection not on permanent or temporary display is permitted both online and at any GVSU Art Museum location and appropriately regulated;

- collection-related activities promote the public good rather than institutional financial gain.

### III. Duties of the Collections Committee

#### **Role of the Collections Committee**

The Collections Committee is an advisory committee to the Director of Galleries and Collections. These decisions shape the collection and lay the groundwork for future growth. The Collection Committee abides by the Collection Policy, and its decisions support the collecting goals of GVSU. In addition to the Director of Galleries and Collections, the committee may be composed of Art Museum staff, GVSU faculty/staff, and others whose expertise in art and the art world is beneficial to the GVSU Collections Committee. In addition to the Collections Committee, task force advisory groups may also be used (such as the building project committees, student advisory committees, or faculty advisory committees).

#### **Responsibilities of the Collections Committee:**

- Supports the GVSU collection plan (appendix reference) and is in alignment with the Art Museum's vision.
- Assists the Art Museum department in establishing policies and procedures for the acquisition, accession, deaccession, cataloging, care, conservation, storage, and risk management of all works of art in the permanent collection;
- Pursuant to established policies and procedures, reviews and advises the Director of Galleries and Collections regarding acquisitions and deaccessions, as outlined and defined the Collections Policy;
- Participates in ongoing dialogue regarding all such matters that may impact the development and stewardship of the permanent collection, including, but not limited to, questions of ethics and resources. GVSU is committed to the principle that all collecting be done according to the highest standards of ethical and professional practice.

#### **Meetings:**

The Collections Committee meets bi-monthly on a schedule presented at the beginning of each academic year. Additional meetings may be called if necessary and may be in the form of email discussions and/or online voting. A quorum of the Committee shall be a simple majority of the members.

#### **Decisions:**

Advice and recommendations of the Committee shall be decided by a majority vote of those present and voting, and then given to the Director of Galleries and Collections in making his or her decisions. An annual report of all approved acquisitions will be submitted to the Art Museum's appointing officer. In addition, a copy of gift acknowledgement letters shall be sent to the Office of the President, Office of the Provost, and to the Institutional Advancement Office.

#### **Members Obligations:**

All members of the Collections Committee have an obligation to participate actively in all committee endeavors and to support the majority decisions of the committee.

### IV. Scope of the Collection

Grand Valley State University (GVSU) has collected artwork for over 50 years. Coinciding with the creation of the GVSU Art Museum Department in 1998, a dedicated effort has grown the collection from a few hundred to over 28,000 works of art. This includes objects of artistic, cultural or historical

significance, as well as a study collection of reproduction prints and posters. In addition, GVSU's commitment to art integration has resulted in a campus community where nearly every university building contains artwork available for interdisciplinary education. This commitment has been enhanced by a robust exhibition schedule and a continuous digitization effort to make the entire collection accessible online. This "borderless museum" allows GVSU to increase access to art, enable authentic experiences, and seek out new intersections of education.

The collection, spanning over 1,600 years of history, consists of artwork from around the world. Its holdings are especially strong in American art of the 19<sup>th</sup>, 20<sup>th</sup>, and early 21<sup>st</sup> -centuries, predominantly regional art (by artists such as Mathias Alten, Stephen Duren, Mike McDonnell and Armand Merizon) and work by GVSU faculty and alums; Asia-Pacific art (Australia, China, India); modern and contemporary art (with many Chicago based artists such as Susanne Doremus, Tony Fitzpatrick, Vera Klement and Jin Soo Kim); American photography; and works of paper, in particular late 19<sup>th</sup> and late 20<sup>th</sup>-century European prints.

In alignment with the mission and vision of the GVSU Art Museum, it collects works that enrich and enhance the interdisciplinary educational goals of the University and benefit the community at large. Special attention is given to existing areas of strength, as well as works of artistic and/or historical significance, cultural diversity, and relevance to the critical issues of our time. Some objects, even if appropriate to the purposes of the GVSU Art Museum, may not be desirable acquisitions because of the GVSU Art Museum's inability to adequately preserve the object, lack of sufficient documentation associated with the object, and cost and space considerations. Exceptions to this provision may be made if the potential acquisition represents an artist or collection of exceptional importance associated with the university.

## V. Acquisitions

An acquisition is the formal transfer of title of any material received by means of a deed of gift, bequest, or purchase, for the permanent collection of the GVSU Art Museum. It is the policy of the GVSU Art Museum to require its staff, Collections Committee, and other representatives to act responsibly, ethically, and legally in acquiring and accepting material for the collections. The GVSU Art Museum will adhere to applicable American Alliance of Museums standards in the acquisition and preservation of all collections.

### **Acquisition Criteria**

In order for material to be accepted into the GVSU Art Museum permanent collection, following criteria must be met.

- The artwork comes with a clear title and is legal and ethical to acquire.
- The artwork or collection fits into the GVSU Art Museum's mission, statement of purpose, and scope of collections.
- The artwork is of appropriate condition to use in temporary and permanent exhibits.
- The GVSU Art Museum can provide storage, long term care, and preservation of the artwork according to professional standards for the object or collection.
- The artwork does not duplicate existing objects or collections.
- The artwork is not better suited at another collecting department of Grand Valley State University or other collecting institution.
- The artwork aligns with GVSU institutional values.
- The GVSU Art Museum follows GVSU Procurement Services policies and procedures.
- The artwork is supportive of the learning goals of the University and could be reasonably integrated into curriculum.

### **Acquisition Methods**

Artworks may be acquired by purchase or donation. Collection items may be acquired only in accordance with this policy and only when consistent with applicable law and professional ethics. All applicable federal, state, local and international laws, treaties, regulations, and conventions will be

observed in the acquisition process and compliance will be documented as required. All associated rights, title, and interest shall be obtained by the acquiring institution whenever possible. If possible, all acquisitions shall either be made without attached restrictions or limiting conditions or shall have the potential of being converted to free and clear title under appropriate law. The GVSU Art Museum will not accept any incoming long-term loans after 2019.

### **Building Project Led Purchases**

The University has internal staff management of new construction, renovation & maintenance of university infrastructure, from planning to final accounting. Departments included in this project management are Facility Planning, Facility Services, Auxiliary, Maintenance, and the GVSU Art Museum. An annual project list is generated by the University and funded through a combination of resources, which are:

- Major projects (MAJ)
- Capital Maintenance Fund (CMF) projects
- Auxiliary (AUX) Fund projects
- University department funded projects (Dept)

Projects on the annual list have the potential to include and require art and/or framing material purchases. Art and framing material purchases are expensed to one of the funds listed above. Purchases are required not to exceed the provided art budget from the specific project fund.

All art acquisitions valued at a purchase price greater than \$500.00, will be presented to the GVSU Art Museum Collection Committee to determine final purchases.

### **General Purchases**

The GVSU Art Museum is the manager of all University artwork acquisitions and may make artwork purchases when appropriate and resources are designated to do so. All purchases must adhere to the Acquisitions Criteria outline above. The Art Museum will prioritize using donor-designated funds for all acquisition purchases, whenever possible.

### **Donations, Gifts and Bequests**

The GVSU Art Museum will refrain, whenever possible, from accepting restricted donations, gifts or bequests. However, if material is accepted, the conditions should be clearly stated in a legal agreement that will remain part of the accession record files.

All proposed donations, gifts, and bequests must go before the Collections Committee before they are accepted. All donations will be accompanied by a deed of gift, and bequests will be accompanied by written documentation of the bequest.

### **Appraisals**

No staff or collections committee member shall offer appraisals or estimate the monetary value of artwork offered to the institutions by potential donors, or reveal the insurance value of comparable objects in the GVSU Art Museum's collections, for the purpose of establishing a fair market value of offered gifts. Donors who wish to claim an income tax deduction for a gift to an institution must obtain an independent appraisal. Staff or board members may assist a donor in locating a qualified appraiser from a list of appraisers maintained by the institution and they may make the donated artwork available to the appraiser if the donation has already been completed. No staff or board member shall place a monetary value on objects not owned by one of the institutions governed by this policy.

### **Found in Collection (FIC)**

Artworks are occasionally found unregistered and unidentified in the GVSU Art Museum's collection. These artworks may be uncatalogued within the GVSU Art Museum's collection, property of university departments or staff, pre-Art Museum founding purchases, unclaimed artwork from exhibitions or loans, or artworks or photographs duplicated for exhibit purchases. The GVSU Art Museum will practice due diligence in determining the source of the artwork and proper ownership. If the GVSU Art Museum wishes to accession the artwork, it must be approved by the Collections Committee. If the GVSU Museum does not wish to accession the artwork, it will do its best to return the artwork to the artist, owner, GVSU department, or find the artwork a suitable home.

## VI. Deaccessions

A deaccession is a work of art removed from the collection and considered for disposal by sale, exchange, or other means. Any deaccession of an artwork should be solely for the advancement of the GVSU Art Museum's mission. The GVSU Art Museum shall honor all legal restrictions, if any, attached to the gift or bequest of any artwork.

### **Deaccession Criteria**

The following criteria should be used for determining whether an artwork should be deaccessioned:

- Damaged or deteriorated to a degree in which it cannot be repaired or exhibited
- Outside of the scope of, or irrelevant to the mission of the GVSU Art Museum
- The artwork has been unaccounted for or stolen and has remained unclaimed for at least five years
- The artwork is a duplicate in the GVSU Art Museum's collection
- There exists a more appropriate repository for the materials
- The artwork has been found to include hazardous materials or has become a hazard or unstable

### **Deaccession Procedures**

Candidates for deaccessioning will be presented with a 'Deaccession Form' as written justification (see Appendix B) to the Collections Committee. Staff will review each work with the committee, explain the reasons for the deaccession recommendation and make recommendations for disposal. All deaccession proposals will go before the GVSU Art Museum Collections Committee before final disposal.

### **Deaccession Sale**

If a deaccessioned artwork is to be sold as its method of deaccession, 100% of the proceeds are to be placed into the artwork conservation fund.

## VII. Care of the Collections

The GVSU Art Museum is foremost a repository of works of art, and its mission requires the care of artworks within its collection. Preservation of the collection has been the core responsibility of the GVSU Art Museum since its inception. The GVSU Art Museum recognizes the importance of implementing preventative conservation, examination, documentation, scientific research, and treatment to achieve the best possible state of preservation. The GVSU Art Museum will provide a safe, secure and appropriate environment for its collections while on display or in storage. The GVSU Art Museum shall maintain an Emergency Preparedness Plan.

### **Building Construction / Renovation Projects**

The GVSU Art Museum Project Manager, or designee, will attend the scheduled Facilities Project Status meetings to be kept up-to-date on all ongoing university construction projects and timelines.

GVSU Art Museum staff will be alerted by responsible parties in Facilities Planning and Facilities Services as soon as possible for all last-minute building project additions, deletions, or changes. This includes a preferred art removal lead-time notice of no less than two weeks. This notice will be made directly by contacting the GVSU Art Museum staff and completing an online work order submission.

### **Art Emergencies**

GVSU Art Museum staff will be contacted immediately in the event of an emergency (flood, fire, etc.) via a phone call to a member of the GVSU Art Museum staff (a complete staff listing is available online on the GVSU Art Museum website and the GVSU Art Museum is included on the GVSU Emergency Call Tree. The GVSU Art Museum will maintain a disaster and emergency preparedness plan for its collections and will make it accessible on its website.

### **Art Museum and Storage Area Security**

Collections security is of paramount importance to the GVSU Art Museum. This includes restricted access to our public museum spaces and our storage areas. GVSU Art Museum Staff secures collections, both in storage areas and in our galleries, through restricted key access, physical monitoring of storage areas, use of an intrusion alarm system, and proper supervision of collections access and use. Key access to storage and collection areas is restricted to GVSU Art Museum staff only. Non-GVSU Art Museum Staff, volunteers, and interns are not provided key access to collection areas.

In the case of an emergency, the GVSU Police Department will always have full and current details of access, security codes, and physical keys to all GVSU Art Museum storage and museum areas. GVSU police and the Department of Public Safety are only authorized to disarm security systems at any GVSU Art Museum location for emergency purposes. They are not to allow access to any GVSU employees or contractors without permission from the GVSU Art Museum Staff. In the event of an emergency, GVSU Art Museum Staff should be contacted immediately.

GVSU Facilities Services will only have a manual key to access spaces, and will not be given any security panel codes. These keys are only to be used in case of emergencies. In this case, the security alarms are to be triggered, alerting the GVSU Police Department. GVSU Art Museum Staff is to be contacted in the case of an emergency.

All other GVSU staff and faculty, including facilities and contractors, are required to conduct any maintenance during standard hours of 8am to 5pm, Monday through Friday. If access is needed before or after hours, GVSU Art Museum Staff must grant access and will be present while any work is occurring.

## **VIII. Records and Inventories**

The GVSU Art Museum, through its curatorial and collections departments, shall maintain accurate, up-to-date records on the identifications, location, and condition of all objects in the collection, as well as any ongoing activities such as exhibitions, loans, research, and correspondence with donors, artists, and scholars. These records will be recorded in the GVSU Art Museum's collections management database (Collective Access). Any original paperwork regarding the acquisition of the artwork, including signed deeds of gift and invoices, shall also be retained in physical accession files.

An annual inventory of the collection will be conducted on all Grand Valley State University campuses, exhibit locations, and storage facilities. Visual inspections of each museum space should be made on a daily or weekly basis (depending on exhibit location).

Permanent or temporary movement, installment or de-installation of artwork on campus, or to or from storage, will be tracked during the process and updated in the database (see Appendix E).

## IX. Access to the Collection

The GVSU Art Museum collection shall be accessible for research and study by responsible investigators, subject to procedures necessary to safeguard the artworks, and to restrictions imposed by limitations of exhibition requirements, availability of study space and facilities, and availability of appropriate collections or curatorial staff as determined by the curator/manager in charge of the collection

The GVSU Art Museum shall support and encourage awareness and understanding of art by disseminating information through the development of publications, programs, and its website and digital applications for a variety of audiences. The entire GVSU art collection is made digitally accessible through an online searchable database and mobile device applications, Information about both may be found online at the GVSU Art Museum website: <https://www.gvsu.edu/artmuseum/>

## X. Loans

As an important means of fulfilling the educational purposes of the GVSU Art Museum's mission, the GVSU Art Museum lends works of art from its collection to qualified institutions, in this country and abroad. Loan requests must be evaluated in light of the artwork's current location, scholarly value of the exhibition for which they were requested, as well as the current condition of the artwork. The borrower must provide a facility report and insurance certificate to prove the artwork will be properly cared for, protected and exhibited in a safe environment.

All loans should be for a specific period of time and may be recalled upon thirty days written notice to the borrower (or immediately if the GVSU Art Museum's review of the borrower discloses unsatisfactory conditions or the continuation of the loan is placing an undue burden on the GVSU Art Museum). The object's condition should be documented by the GVSU Art Museum before the loaned artwork leaves the institution, and immediately upon return. No artwork shall leave the GVSU Art Museum unless adequate insurance coverage is provided by the GVSU Art Museum or the loaning institution.

All borrowers must agree in writing to the GVSU Art Museum's conditions for outgoing loans as stated within and by signing the GVSU Art Museum's Outgoing Loan Form (see Appendix C).

Incoming loans will be protected under GVSU insurance. Proper documentation will be provided to the borrower through our incoming loan form (see Appendix D). No long terms incoming loans will be accepted by the GVSU Art Museum after 2019.

## XI. Appendices

Appendix A: Deaccession Form

Appendix B: Outgoing Loan Form

Appendix C: Incoming Loan Form

Appendix D: Artwork Tracking Form

## GVSU Art Museum Deaccession Artwork Form

This certifies that the object below has been deaccessioned from the GVSU Art Museum. Deaccessioning is the process of removing or disposing of an object from the GVSU Art Museum collection when it is no longer suitable for preservation by the institution.

**Accession Number:**

**Title/Artist/Date:**

**Reason for Deaccessioning:**

- Damaged or deteriorated to a degree in which it cannot be repaired or exhibited.
- Outside of the scope of, or irrelevant to the mission of the Art Museum.
- The artwork has been unaccounted for or stolen and has remained lost for at least five years.
- The artwork is a duplicate in the Art Museum's collection.
- There exists a more appropriate repository for the materials.
- The artwork has been found to include hazardous materials or has become a hazard or unstable.

**Describe damage or reasoning for deaccession:**

**Deaccessioning Recommended by:**

Name and Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Deaccessioning Approved by:**

Art Museum Director: \_\_\_\_\_ Nathan Kemler \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_

**Disposition of Deaccessioned Items:**

- Transferred to: \_\_\_\_\_
- Destroyed by means of: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

- File signed deaccession form in artwork accession file.
- Include images of damage (if applicable) in the database.
- Update artwork profile in the database to show the deaccession.

**Loan # L**



## **GVSU Art Museum Outgoing Loan**

**Lender:**

**Address:**

**Telephone:**

**Email:**

**Purpose for Loan:**

**Loan Start Date:** \_\_\_\_\_ **Loan End Date:** \_\_\_\_\_

**Loan Credit Line:** \_\_\_\_\_

**Insurance:**

- To be carried by lending institution
- To be carried by Grand Valley State University

**Loaned Objects:**

*If loan exceeds two objects, see additional pages for full inventory. Include images when available of all loan objects.*

## OUTGOING LOAN CONDITIONS

### CARE AND PRESERVATION

Objects borrowed shall be given proper care to insure against loss, damage, or deterioration. The borrower agrees to meet any special requirements for installation and handling. Grand Valley State University (GVSU) certifies that the objects lent are in condition to withstand ordinary strains of packing, transportation and handling. The Art Museum Department of GVSU is to be notified immediately, followed by a full written and photographic report, if damage or loss is discovered. If damage occurred in transit, the borrower will also notify the carrier and will save all packing materials for inspection. No object may be altered, cleaned, repaired or fumigated without the written permission of the GVSU Art Museum Department, nor may framing, matting, mounting or glazing be changed without written permission; nor may objects be examined by scientific methods without written permission. Objects must be maintained in a fireproof building under 24-hour physical and/or electronic security and protected from unusual temperatures and humidity; excessive light and from insects, vermin, dirt or other environmental hazards. Only experienced personnel will handle objects.

### PACKING AND TRANSPORTATION

Packing and transportation arrangements for the loan must be approved by the Art Museum Department of GVSU. The borrower agrees to meet any special requirements for packing and shipping. Experienced personnel must perform unpacking and repacking. Repacking must be done with either original or similar materials and boxes and by the same methods as the objects were received.

### INSURANCE

Objects shall be insured at the borrower's expense for the value stated on the face of this agreement under an all-risk wall-to-wall policy subject to the following standard exclusions: wear and tear, insects, vermin, gradual deterioration or inherent vice; repairing, restoration and retouching processes; hostile or warlike action, insurrection, or rebellion, nuclear reaction, nuclear radiation or radioactive contamination. GVSU Art Museum Department shall determine whether the borrower insures the objects or whether GVSU insures them and bills the borrower for the premium. If the borrower is insuring the objects, GVSU must be furnished with a certificate of insurance or a copy of the policy made out in favor of GVSU prior to shipment of the loan. The Art Museum Department of GVSU must be notified in writing at least 30 days prior to any cancellation or meaningful change in the borrower's policy. Any lapses in coverage, any failure to secure insurance and/or inaction by the GVSU Art Museum Department will not release the borrower from liability for loss of damage.

### REPRODUCTION AND COST

GVSU will make available, through an outside service, photographs of object lent, which may be used for catalog, routine non-commercial educational uses, publicity and registrarial purposes. No further use of such photographs can be made and no other reproductions of objects lent can be made without the written permission from GVSU Art Museum. Each object will be labeled and credited to the Grand Valley State University Art Museum in the exact format provided on the face of this contract, both for display labels and publication credits.

### COSTS

The borrower will assume responsibility for all expenses incurred by GVSU in work by conservators to prepare the object for loan, in packing, crating, transportation, couriers, insurance photography and any and all other related costs. GVSU will make every effort to provide the borrower with estimates in advance of all applicable costs.

### CANCELLATION/ RETURN/ EXTENSION

The loan is made with the understanding that the object will be on view during the entire exhibition period for which it has been requested. Any intention by the borrower to withdraw the loan from the exhibition at any time must be communicated to GVSU Art Museum immediately. The GVSU Art Museum reserves the right to recall the loan or cancel the loan for good cause at any time, and will make effort to give reasonable notice thereof. Objects lent must be returned to GVSU Art Museum by the signed return date. Any extension of the loan period must be approved in writing by the GVSU Art Museum Director or a designate and covered by written parallel extension of the insurance coverage. If not returned by the signed return date or if no extension date has been agreed upon between both parties, GVSU retains their rights to the loaned objects and will seek legal action for their return.

### INTERPRETATION

In the event of any conflict between this agreement and any forms of the borrower, the terms of this agreement shall be controlling. For loans to borrowers within the United States, this agreement shall be construed in accordance with the laws of the State of Michigan.

#### Signed on behalf of the lender (GVSU Art Museum)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_

#### Signed on behalf of the borrower

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_

Date Loan Received: \_\_\_\_\_ Date Loan Returned: \_\_\_\_\_

Loan #: L



## GVSU Art Museum Incoming Loan

**Lender:**

**Address:**

**Telephone:** \_\_\_\_\_ **Email:**

**Purpose for Loan:**

**Loan Start Date:**

**Loan End Date:**

**Loan Credit Line:**

**Insurance:**

To be carried by lender  
 To be carried by Grand Valley State University

**Loaned Objects:**

*If loan exceeds two objects, see additional pages for full inventory. Include images when available of all loan objects.*

Title:  
Artist:  
Date:  
Medium:  
Condition Notes:

Title:  
Artist:  
Date:  
Medium:  
Condition Notes:

## INCOMING LOAN CONDITIONS

### CARE AND PRESERVATION

Objects borrowed shall be given proper care to insure against loss, damage, or deterioration. The borrower agrees to meet any special requirements for installation and handling. The Art Museum Department of GVSU will notify immediately, followed by a full written and photographic report, if damage or loss is discovered. If damage occurred in transit, the borrower will also notify the carrier and will save all packing materials for inspection. No object may be altered, cleaned, repaired or fumigated without the written permission of the Lender, nor may framing, matting, mounting or glazing be changed without written permission; nor may objects be examined by scientific methods without written permission.

Objects must be maintained in a fireproof building under 24-hour physical and/or electronic security and protected from unusual temperatures and humidity; excessive light and from insects, vermin, dirt or other environmental hazards. Only experienced personnel will handle objects.

### PACKING AND TRANSPORTATION

Packing and transportation arrangements for the loan must be approved by the Art Museum Department of GVSU. The borrower agrees to meet any special requirements for packing and shipping. Experienced personnel must perform unpacking and repacking. Repacking must be done with either original or similar materials and boxes and by the same methods as the objects were received.

### INSURANCE

Objects shall be insured at the borrower's expense for the value stated on the face of this agreement under an all-risk wall-to-wall policy subject to the following standard exclusions: wear and tear, insects, vermin, gradual deterioration or inherent vice; repairing, restoration and retouching processes; hostile or warlike action, insurrection, or rebellion, nuclear reaction, nuclear radiation or radioactive contamination.

### REPRODUCTION AND COST

No use of such photographs can be made and no other reproductions of objects lent can be made without the written permission from the Lender. Each object will be labeled and credited to the Lender in the exact format provided on the face of this contract, both for display labels and publication credits.

### CANCELLATION/ RETURN/ EXTENSION

The loan is made with the understanding that the object will be on view during the entire exhibition period for which it has been requested. Any intention by the borrower to withdraw the loan from the exhibition at any time must be communicated to Lender immediately. Objects lent must be returned to the Lender by the signed return date. Any extension of the loan period must be approved in writing by the GVSU Art Museum Director or a designate and covered by written parallel extension of the insurance coverage.

### INTERPRETATION

In the event of any conflict between this agreement and any forms of the borrower, the terms of this agreement shall be controlling. For loans to borrowers with in the United States, this agreement shall be construed in accordance with the laws of the State of Michigan.

### SHIPPING

Unless otherwise specified, all objects will be shipped to: Grand Valley State University, Art Museum, 1 Campus Drive, Allendale, MI 49401.

### LOAN EXTENSION

This loan may be renewed subject to satisfactory review prior to the loan end date. The Lender will contact the Borrower three months prior to the end date to arrange a review, or to arrange return of the object(s).

### Signature

Conditions of loan for the objects detailed above are enclosed overleaf. The authorized signatories below undertake to ensure that staff and agents contracted by their institutions understand and adhere to these conditions.

#### Signed on behalf of the lender

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_

#### Signed on behalf of the borrower (GVSU Art Museum)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_

Date Loan Received: \_\_\_\_\_

Date Loan Returned: \_\_\_\_\_

# Artwork Tracking Form

## Temporary Removal

## Permanent Removal

## Re-Install

## New Install

## Exhibit

Location: \_\_\_\_\_

Removal Date: \_\_\_\_\_ Install or Re-Install Date: \_\_\_\_\_

Purpose for Removal: \_\_\_\_\_

Zendesk Ticket #: [1234567890](#)

**Complete Artwork Tracking Forms:**

- \* For all temporary removals- give original to Nicole with the artwork labels, give a copy to Alison and leave a copy with the artwork (shelves, speedpack etc.)
- \* For all permanent removals- give original to Nicole.
- \* For all new installs give to Nicole.

**Checklist for Temporary and Permanently Removed Artwork**

- Clean/vacuum off dust
- Unframe any Permanent Removals if necessary
- On blue tape write accession number and location
  - Temporary Removals write location where it will be going back
  - Permanent Removals write "IDC"
- Place Temporary Removals in speedpacks or in backroom shelves with attached Artwork Tracking Forms
- Place Permanent Removals in designated "Return to IDC" shelves.
- Give labels and original tracking for to Nicole
  - Give copy of tracking form to Alison
  - Attach copy of tracking form to temporary storage locations.

**Checklist for Re-Installation of Temporarily Removed Artwork**

- Clean artwork / frame / double check matting
- Complete any repairs to the artwork / mat / frame etc.
- Pack artwork in speedpacks or on cart
- Update labels as needed- get labels and original tracking form from Nicole