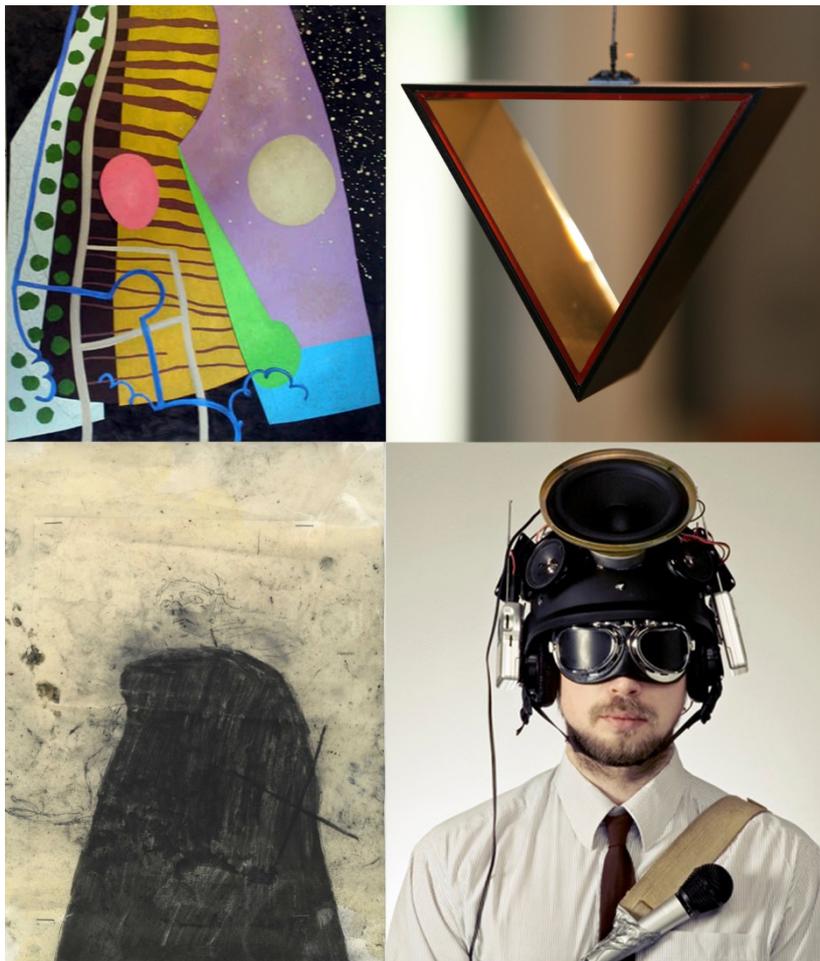


# ual:

## UAL Art Collection Management and Development Policy



Images clockwise from top left: *Egyptian Guitars in Space* (1994), Clyde Hopkins; *The making is so enchanting* (2008), Laura Buckley; *Emer(gere)(a)gency* (2019) Oliver Offord ; *Teufelsturm Alien Signal Broadcaster* (2008) Matt Clark and Brighitta Moser

**Authors:** Lucie Pardue and Sarah Mahurter  
**Date:** 24/10/2020

## Contents:

	Page
1: Introduction and Purpose	3
2: Aims	3
3: Acquisition Criteria	3
4: Out of Scope	4
5: Methods of Acquisition	4
6: Display	5
7: Storage and Security	5
8: Insurance	5
9: Deaccessioning and Disposal	6
10: Cataloguing and Digital Preservation	6
11: Loans	6
12: Promotion and copyright	7
13: Resourcing	7
14: Policy review	7

Appendix A: UAL Archives Museums and Special Collections Policy and Procedures for the Acceptance of Gifts and Donations

Appendix B: Deaccessioning and Disposal Policy for Archives, Museum, Art and Special Collections

Appendix C: UAL Art Collection Factsheet

## **1. INTRODUCTION and PURPOSE**

The UAL Art Collection (also referred to as the Collection in this document) comprises artworks of exceptional quality from across the six UAL colleges: Camberwell College of Arts, Central Saint Martins, Chelsea College of Arts, London College of Communication, London College of Fashion and Wimbledon College of Arts.

The practice of collecting graduate artwork was established at the formation of The London Institute (now UAL) in 1986. Artwork is purchased annually following the graduate shows and a selection, based on tutor recommendations, is made via committee. In this way the collection is expanding year-on-year. Acquisitions to date are predominately work suited to wall-based display. Going forward the Collection seeks to reduce this restriction on artwork format. The majority of work held in the Collection is on display at University sites.

The Collection exists to serve two main purposes: firstly, to create a visual history which reflects the diversity, quality and history of practice, as well as diversity of the student body of the University. Secondly, to financially and professionally support graduating artists at the early stages of their career, through the purchase of artwork and through resources available as a part of the UAL Art Collection.

This policy will guide and inform all processes in relation to the management of the UAL Art Collection.

## **2. AIMS**

The aims of the Collection are:

- a. To reflect the diversity and represent the quality of practice across the Colleges of the University. Acquisitions will support and continue this development.
- b. To form a legacy of arts culture through emerging themes and creative practice.
- c. To support recent graduates in their professional practice:
  - giving financial reward through the artwork purchase
  - modelling good practice and imparting advice throughout the purchase process and beyond
  - through artwork exhibition and exposure as part of the Collection
- d. To serve as a physical and digital teaching tool and research resource at the University and externally. The Collection is part of the learning environment and inspires curiosity, creativity and persistent engagement.
- e. To raise the profile of the University and its Collections and Archives through external loans and exhibitions.

## **3. ACQUISITION CRITERIA**

Works will be evaluated for acquisition by the Collection guided by the following criteria:

- a. The Collection contains the original, primary work, not representation, secondary or supporting material of the original item.
- b. The makers must have studied or taught at one of the Colleges or Institutes of the University at some stage during their education.

c. Acquisition from an individual artist will be restricted to an amount which reasonably represents that artists' practice (i.e. one major work, two smaller works or a small number of works in series) and no more.

d. The annual purchasing budget will be allocated equitably over the six UAL colleges. Market benchmarks for pricing will be followed and not exceeded.

e. As the Collection seeks to capture the ideas and movements emerging from the Colleges, works will continue to broaden the thematic diversity and content of the Collection.

f. As works in the Collection are intended for exhibition and loan, acquisitions will be robust in construction and of a nature, medium and scale which can be realistically displayed repeatedly after purchase.

g. The Collection will be reflective of the diversity of the UAL student body, and seek to address any historic imbalances in collecting.

#### **4. OUT OF SCOPE**

This policy does not relate to other collections or archives that exist within the University. Some artworks are not appropriate for the Collection.

a. Work will typically not be acquired from artists who are already represented in the Collection. Additional artworks may be acquired from established artists for significant enhancement of the Collection.

b. The Collection will primarily feature the work of artists who have graduated since 1986. Acquisitions may be made from alumni who graduated before 1986 only if it is considered beneficial for the Collection.

c. Artworks may not be considered for the Collection unless they are accompanied by accurate information on the creator and the provenance of the artwork/s, and that these detail fulfil the acquisition criteria.

#### **5. METHODS OF ACQUISITION**

The methods for identification of work(s) that may be acquired for the Collection are:

##### a. Recommendations from academic staff

Course Leaders and Pathway Leaders will be asked to make recommendations on the works from the annual Undergraduate and Postgraduate exhibitions. Through this process the Collection's standards of critical excellence and integrity are maintained.

The final artwork selection is made via selection panel comprised of UAL Collection management staff following Acquisition Criteria.

##### b. Artwork Donations

While artwork donations are not actively sought, any proposition of donation will be considered against Collection Acquisition Criteria and the UAL Acceptance of Gifts policy (see **Appendix A**)

Donations are not accepted from the maker of an artwork. To do so would counter the aim of giving financial support and the act of collecting artwork on recommendation and merit.

## **6. DISPLAY**

As works in the Collection are intended for regular display, it is necessary to determine the conditions under which works from the Collection will be shown.

- a. All work will be labelled (title of work, year of work, artist's name, course of study and College attended) and, as appropriate, accompanied by an explanatory panel, e.g. if the work is on display as part of a curated exhibition.
- b. Pieces in the Collection will be treated with respect to the artist's original display intention where possible.
- c. Works will be displayed in an aesthetically sympathetic way with consideration given to lighting and surroundings, whilst acknowledging/evaluating the nature of activity both in University buildings and any external locations.
- d. Consideration will be given to conservation requirements, ensuring appropriate treatment of all works. The Collection manager will refer to the Archive, Museum and Special Collections Policy for guidance on collection care and preventive conservation whilst works are on display.
- e. Art technicians and art transporters will be employed for installation and movement of work from the Collection to locations within the University and externally.

## **7. STORAGE AND SECURITY**

The Collection aims to rotate and display as much work as possible to avoid long-term storage which would limit the exhibition of artworks.

The Collection manager will refer to the Archive, Museum and Special Collections Policy for guidance on collection care and preventive conservation whilst works are in storage.

Consideration is given to the conditions under which artworks are stored. These include:

- Appropriateness for type of works
- Provision for artwork security, conservation and safety
- Convenience of access
- Cost to Collection

When not on loan or display, work will be packaged and stored at Mick Wright Gallery Services. Storage is charged per cubic metre and is housed in a modern warehouse setting. Storage is supported by fully monitored 24/7 CCTV security system and an L1 monitored fire alarm system.

Work is stored at the Collection management team's offices while in transition to or from loan or display, or after purchase.

Artworks located at the Collection management teams' offices at the Archives and Special Collections Centre will be protected by contract with the disaster recovery company Document SOS. This aims to prevent, manage and recover objects from any disasters. Full details can be found in the Archives and Special Collections Development and Management Policy, available to view on request.

## **8. INSURANCE**

All artworks and frames must be insured under a Fine Art Policy managed by the UAL Insurance Administrator. This policy will be reviewed, and contents updated annually.

## **9. DEACCESSIONING AND DISPOSAL**

No part of the Collection may be gifted or sold. Deaccessioning for necessary and approved reasons must follow UAL Archives Museums and Special Collections Deaccessioning Policy guidelines (see **Appendix B**).

- a. Reasons for considering works for deaccessioning or disposal may include:
- Works that have acquired major irreversible damage.
  - Works that have no provenance, authorisation or record of purchase or donation.
  - Works created by a maker not a student or educator at one of the six UAL Colleges.

Deaccessioning and disposal is a recognised occasional necessity, and unless in the case of irreversible major damage, should not result in the physical destruction of the work.

- b. Approved methods of deaccessioning are:

- Return to the maker of the work, or estate or family thereof
- Transfer to an appropriate collection or archive
- Donation to an appropriate charity or organisation
- Donation to an educational institute or relevant course

c. Any decision to deaccession or dispose of work will be made in consultation within a colleague committee. It shall not be the sole responsibility of the Collection manager.

d. A full inventory (including descriptions, photographs and reason/authorisation for disposal) will be kept for each item that is disposed.

e. The Collection manager will take advice from appropriate sources where necessary regarding how best to dispose of items which have acquired major irreversible damage and are physically destroyed.

## **10. CATALOGUING AND DIGITAL PRESERVATION**

All records relating to the Collection are ingested to electronic format.

The Collection is supported by the Museum System, which allows for the effective management of a growing collection.

As part of the University's archives and special collections, the Collection will follow the AMSC Digital Preservation Policy for operations, guidance and development of practices and standards. This document is available to view on request.

Each work in the Collection has an individual accession number, as well as documentary and research materials relating to both the artist and the work.

Each piece in the Collection has a digital image that is used for reference, documentation and promotion of the Collection. Currently this is supplied by the artwork maker. Going forward the Collection will consider creating its own image which it can standardise, assuring quality and copyright ownership.

## **11. LOANS**

External loans raise the profile of the Collection and the artists represented within it, as well as that of the University as a whole.

Opportunities to loan works from the Collection to national and international museum and gallery exhibitions will be welcomed.

Commercial loans may be completed where the loan proposal has been approved by a Collection management committee. Funds raised from commercial loans will be used to support Collection management, i.e. storage and maintenance costs.

The Collection operates a loan scheme for UAL staff to loan works for their onsite office spaces, for a small fee to partly offset transport and installation costs (see **Appendix C**).

The maker of the work is permitted to loan the work back in certain circumstances for external exhibition, as the Collection wishes to support its artists' careers fully. Any potential exhibition specifications must be acceptable to UAL Art Collection management staff, who reserve the right to reject the request if deemed unsuitable or unsafe for the artwork.

## **12. PROMOTION AND COPYRIGHT**

Promoting the Collection within the University and beyond publicises the works in the Collection, demonstrates the University's commitment to supporting recent graduates, and inspires engagement in education and outreach.

The Collection catalogue is available to view on the University website through eMuseum, which can be accessed internally and externally.

Images from the Collection can be used, where appropriate, in promotional material produced by the University, including electronic and printed communication. Permission restrictions apply as copyright of an artwork and image of that artwork remains with the artist.

## **13. RESOURCING**

A Collection Manager is responsible for the development and management of the Collection.

An annual budget is allocated to the Collection, with guidelines for dividing the funds for purchasing from the funds for maintenance and management given by UAL's Vice Chancellor.

## **14. POLICY REVIEW**

This policy covers a one year period and is due for review by the Collection management team in October 2021. This review will recommend future review intervals.

# **Appendix A: Policy and Procedures for the Acceptance of Gifts and Donations**

## 1. Introduction

University of the Arts London recognises that fundraising is a vital tool in helping us to achieve our strategic objectives for the ultimate benefit of our students. However, it is vital that fundraising activities are conducted in a manner which is in accordance with the university's ethical standards and which does nothing to detrimentally affect UAL's reputation. To this end, the university and all its employees have a duty to ensure that appropriate due diligence is undertaken prior to the acceptance of any significant gift or donation.

All members of UAL engaged in fundraising activities must follow this policy and associated procedures. Where those concerned do not ordinarily undertake fundraising activities as part of their main responsibilities it is highly recommended that they liaise with the Development department at the earliest possible stage to ensure compliance with this policy and associated procedures. Anyone engaged in fundraising on behalf of UAL must demonstrate the highest standards of ethical conduct, probity and professionalism.

The ultimate responsibility for the acceptance of significant gifts and donations rests with the Court of Governors. In exercising this responsibility the Court will be advised by the Executive and by its Ethics Committee. The Court has also approved certain delegations which are specified below. In reaching its decisions (in cases reserved to it) as to whether or not a gift or donation should be accepted the Court will take into account the best interests of the University and its decision is final.

This policy applies to gifts and donations; in the case of research grants the procedures set out in the University's Financial Regulations and Research Ethics Policy must be followed. The Research Ethics Sub-Committee may also have a role to play. Similar ethical issues arising from sources of funding or the placing of commercial contracts may arise which may need consideration by the University Ethics Committee.

## 2. General Principles

As an institution dedicated to first-class education and research in art, design and communications, University of the Arts London carefully guards its intellectual independence, academic integrity and excellent reputation. UAL welcomes financial support from a wide variety of sources with the condition that gifts, including sponsorship and commercial ventures, must always support the University's mission and strategies and align with its values and purposes.

Before accepting gifts and donations, the University must be assured that:

- the gift and any conditions attaching to it are compatible with the University's mission, values and strategy;
- there is clarity as to the source of the funds;
- the proposed gift does not arise, in whole or in part, from activity that is illegal or unlawful;
- any conditions attached are not excessively onerous or threaten to compromise the University's intellectual independence and academic integrity;
- there is a low risk of reputational damage from accepting the gift;
- the University's relationships with other benefactors, partners, students and supporters would not be harmed;
- no conflict of interest, actual or perceived, arises with regard either to the donor or the University.

The University does not accept gifts and donations from current or prospective students or from any person or organisation who or which may be seeking or perceived to be seeking an inappropriate benefit or advantage for themselves or others as a result of making a donation (such as the expectation of academic advantage in either selection or assessment for a family member).

A donor may request confidentiality or anonymity. This is acceptable in respect of any publicity but the identity of the donor and the source of funds must be known to the University.

A gift once made and accepted is not returnable, except by the discretion of UAL in specific eventualities (such as a failure to achieve the outcomes a gift is intended to support or due to ethical concerns as outlined in this policy).

At the discretion of the University donors may be required to sign a formal gift agreement with the University as a condition of acceptance of the gift/donation.

Save in the most exceptional circumstances to be agreed by the Court, honorary degrees or similar honours are not awarded to donors or benefactors as a result of donations to the university. Where someone who donates to the university, at any level, is a recipient of an award they must fully meet the normal criteria for such awards. Awards will never be made with the purpose of soliciting donations or in recognition of donations.

UAL welcomes reasonable donor involvement in its work but donors cannot have undue influence or power of veto over University activities.

All gifts and donations must be accounted for and administered in strict accordance with the University's Financial Regulations.

## **Appendix B: Deaccessioning and Disposal Policy for Archives, Museum, Art and Special Collections**

### **Deaccessioning and Disposal Policy for Archives, Museum, Art and Special Collections**

#### **1. Introduction**

This Policy is intended to provide a transparent framework for deaccessioning and disposal of collections or items from collections, based upon existing approved Policy, supported by robust procedures.

It aims to set out the specific circumstances in which UAL will dispose of material from its Archives, Museum, Art and Special Collections. It aligns with the approved UAL Donations Policy, and the Acceptance of Gifts Policy. It is informed by the collection management and development policies that are used by Library and Academic Support Services, the Museum and Study Centre, the Art Collection and the London College of Fashion.

It is the intention of UAL to maintain and develop our Archives, Museum, Art and Special Collections, so this Policy also aligns with the UAL Academic Strategy to support learning, teaching and research at UAL and in the arts and design sector.

## **2. Audience and stakeholders**

This Policy is intended to be used by University of the Arts London collection managers. In addition, sector specific policies and procedures will be implemented where necessary to support accreditation requirements eg. The accredited Museum & Study Collection at CSM; the accredited University Archives and Special Collections Centre and the University Art Collection.

Collection managers may wish to use this Policy to guide discussion on disposals with academic colleagues. It will be lodged with UAL Legal Services for consultation when establishing Donation Agreements.

The University Archives, Museum and Special Collections Advisory Board will be asked to receive and discuss proposals of major disposal of collections.

Beyond UAL, the Policy will be available online, and may be of interest across the sector, and to accrediting bodies such as The National Archives, Arts Council England and CILIP.

## **3. Framework for deaccessioning and disposal**

The framework for the Deaccessioning and Disposal Policy is founded on the existing LS Collection Development and Management Policy, which provides the principles for effective collection management. This is supported by a Collections Review database, which identifies the scope and extent of all UAL's known collections and informs an appraisal of collections against the Collection Development and Management Policy. Based on these foundations, the Deaccessioning and Disposal Policy provides for consultation and review of these decisions.

This Policy aligns with the following approved UAL policy and strategy documents:

- Academic Strategy
- Library Services Collection Development and Management Policy
- Archives and Special Collections Collection Development and Management Policy
- CSM Museum Collection Development Policy
- Art Collection Policy
- Donations Policy
- UAL Acceptance of Gifts Policy

## **4. Principles**

The existing LS Collection Development and Management Policy states that all collections held at UAL, support the learning, teaching and research at the University and across the art and design education sector. Also, the Policy states areas of collecting responsibility for UAL Libraries, which acknowledge their specialisms. Therefore the overriding principle is that all materials meeting the criteria of the Collection Development and Management Policy are preserved in the long-term. It is appropriate to periodically review our holdings, to ensure that all the collections continue to fulfil the Collection Development and Management Policy.

As a result of a collections review, deaccessioning and disposal may be considered for the following reasons:

1. To reduce unnecessary duplication in or between collections held at the University.
2. To remove items or collections that do not meet the criteria of:
  - a. the UAL Collection Development and Management Policy for Library Archives, Museum and Special Collections
  - b. the UAL Art Collection Policy
  - c. CSM Museum & Study Collection Collections Development Policy.

or any of the policies listed above.

3. To remove items that are damaged to an extent that renders them ineffective in their purpose, in an ethical way that provides opportunities to the users of the Collections.

Items or collections will only be deaccessioned when they meet one of these reasons for disposal.

## 5. Options for disposal

Disposal methods differ between types of collections.

### Withdrawn books or bound journals

The LS Collection Development and Management Policy states the following disposal methods for withdrawn books or bound journals in good condition:

- Offer to the UAL library with the most relevant retention responsibility, then to other libraries within UAL.
- Offer to other Libraries in the art and design sector, if appropriate, e.g. via ARLIS/UK & Ireland; lis-rarebooks
- Donate to book charities, such as BetterWorldBooks
- Dispose of to UAL staff/students
- Take advice from UAL Sustainability colleagues on how best to dispose of items ineligible for the above (e.g. damaged)

### Archives and Special Collections

The preferred options for disposal of archives and special collections are:

- Offer the collection back to the donor. Allow up to six months for this process to be completed and documented.
- If it is documented that the donor does not want the collection, seek to transfer the collection to an appropriate archive service which has suitable storage and access facilities; complementary collections or is already holding another part of the same collection.
- Consider offering damaged, deaccessioned objects or duplicates to students for use in their practice. An example of this methodology can be found in the “Reimagined Project” undertaken using the Camberwell ILEA Collection. See <https://www.arts.ac.uk/study-at-ual/postgraduate-study/postgraduate-community/stories/the-process-as-object-the-object-as-process> This option provides an opportunity to support art and design pedagogic practices as it gives new life to de-accessioned objects through student intervention.

### Museum Collections

- Disposal will only be considered following a full formal review of museum collections carried out in accordance with the Museums Association’s Code of Ethics and guidance published by the Collections Trust.
- The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.
- Any items de-accessioned through curatorial-motivation will be offered by gift to another appropriate institution, with preference given to Accredited museums, archives or similar, unless the items are damaged beyond repair.

### UAL Art Collection

Reasons for considering works for deaccessioning or disposal may include:

- Works that have acquired major irreversible damage.
- Works that have no provenance, authorisation or receipt of purchase.
- Works created by a maker not a student or educator at one of the six UAL Colleges.

Approved methods of deaccessioning are:

- Return to the maker of the work, or estate or family thereof
- Transfer to an appropriate Collection or Archive
- Donate to an appropriate charity or organisation
- Donate to an educational institute or relevant course

The Art Collection Manager will take advice from appropriate sources where necessary regarding how best to dispose of items which have acquired major irreversible damage and are physically destructed.

## 6. Documentation

In all cases of de-accessioning or disposal, a full inventory (including descriptions, photographs and reason/authorisation for disposal) will be kept for each item, using the appropriate collection management system (currently CALM, TMS, Koha).

## **7. Sales of de-accessioned items**

Sales of archival, museum or special collections held by UAL is not preferred and strongly discouraged. No part of the Art Collection may be gifted or sold. These collections are valued educational assets which sets an expectation that they are preserved as long term research assets. The preferred options for disposal of de-accessioned items are listed in this Policy.

Financially motivated disposal risks reputational damage. Sales of archival, museum or special collections is only considered ethical by accrediting bodies, such as the National Archives or the Museums Association, if the materials for sale are duplicates or non-archival, or if it has not been possible to use any of the approved options for disposal.

If sale becomes the only option, proceeds should be returned to the appropriate university budget to continue to support the long-term maintenance of the remaining collections, for the benefit of future researchers.

Further advice may be sought from The National Archives or the Museums Association on the sale of collections.

## **8. Destruction**

Destruction is an irreversible act and should only be considered as a last resort and unless in the case of irreversible major damage, deaccessioning should not result in the physical destruction of the work. If necessary destruction should be carried out securely, respecting legislation such as GDPR.

A full inventory (including descriptions, photographs and reason/authorisation for disposal) will be kept for each item that is disposed of or destroyed.

## **9. Risks**

When making decisions to remove items or collections, the following risks should be considered:

1. The impact of the removal on the reputation of UAL.
2. UAL's collecting responsibilities where it claims leadership in the sector.
3. Communication and publicity around the disposal.
4. If disposing of any items that have been funded by external or public resources; examine the original funding agreement for implications.

## **10. Authority**

Collection Managers may implement the Policy in line with the thresholds in the UAL Acceptance of Gifts Policy, referring to the Learning Resources Manager and escalating to the Archives, Museum and Special Collections Advisory Board.

In the case of the Art Collection, any decision to deaccession or dispose of work will be made in consultation within a college committee or, in the case of major disposals, members of the Emerging Artist Programme Advisory Board. It shall not be the sole responsibility of the Art Collection manager.

## **11. Glossary of terms**

Definitions are taken from the National Archives guidance on Deaccessioning and Disposal<sup>1</sup>.

Accession – the process of recording the admission of an item or group of items into a collection.

Appraisal – the process of deciding whether an item or group of items has continuing value in accordance with the collecting organisation's mission statement (ie. UAL's Collection Development and Management Policy)

Deaccessioning – the formal, documented removal of a collection or item from the accession register / custody of the archive service

Disposal – the physical act of transferring the collection or item from the archive service to another destination. This covers transfer to another repository, return to donor and as a last resort, destruction. Also called removal.

Weeding – the physical act of removing items from within a particular collection, which have been appraised as not having continuing value. This may include duplicates, facsimiles, non-archival material or material which has been sampled as the value of retaining the whole collection is low.

## **12. Version Control**

---

The Deaccessioning and Disposal Policy was approved by the Archives, Museum and Special Collections Advisory Board on [4th June 2019]  
Review (every 2 years)

## **Appendix C: UAL Art Collection Loan Fact Sheet** **Commonly Asked Questions about Internal Artwork Loans**

### **Who looks after the UAL Art Collection?**

The UAL Art Collection is managed by the Archives and Special Collections Centre in Library Services.

Please contact the team via [ualcollection@arts.ac.uk](mailto:ualcollection@arts.ac.uk)

### **Do I have to pay for the installation of the work?**

All departments are required to contribute £30 per piece (with a minimum charge of £60)\* toward art loans, to go towards our installation and transport costs.

Artworks which contain more than one object are charged at £30.00 per object, i.e. a diptych (a piece of work in two parts) will cost £60.00, a triptych (a piece of work in three parts) £90.00 and so on.

\* Complex installations may incur a higher fee

### **What is the process of getting artwork for my office?**

1. Read the terms, conditions and FAQ's to request artwork
2. Complete the [ONLINE REQUEST FORM](#).
3. Once complete you will receive a confirmation email with details on how to create your own online profile and select available artworks yourself from the online catalogue. This will be saved into a 'my collection' artwork package. Alternatively the Collection Team can make suggestions for you, but this may take longer.
4. The Collection Team can see your profile and will reserve the most suitable artworks for you based on your requirements laid out in the request form.
5. We will agree this final selection and fee with you. If we have selected some options we will send these to you and at this point you will have two weeks to confirm your choices before the work is released to other requests in the queue.
6. Once agreed, we will coordinate a suitable installation date and time with you where the works will be delivered and installed by a professional art technician under the support of a member of the Collection Team. We will complete a risk assessment and liaise with the estates and reception team.
7. Payment is due on completion of the installation of your artwork. We will arrange an expenditure transfer for the total amount using the budget code provided in your request form.

### **Can I select the artwork myself?**

Yes, this service is set up so that you can select artwork yourself. This does mean that you are responsible for providing accurate wall sizes and information regarding the space artwork is to be installed in.

If for any reason the space is not suitable (e.g. a wall is too small, it is an area where the artwork would be vulnerable, etc.) and the artwork cannot be installed, there will be a charge for its return to storage.

If you are unsure of the suitability of an area, please contact [ualcollection@arts.ac.uk](mailto:ualcollection@arts.ac.uk) for advice.

### **What is the 'point person' responsible for?**

- Acting as liaison to the Collection Team should the work need to be changed or removed
- Monitoring the artwork for damage and ensuring the work is cared for by other staff
- Informing the Collection Team if they move departments/ leave the University and appointing a new point person within their office
- Responding to our annual inventory check email, where we will require confirmation that the artwork is still in its original condition and location, and that they wish for the loan to be continued.

### **Why do I have to wait for artwork?**

- There may be a queue for requests, we work on a first come first serve basis but will get to you as quickly as possible
- To operate economically and efficiently we need to pre-book a full day of installation to counter the cost of the technician, transport and installation. If your request is the only one, you will need to wait until we have enough for a full day.
- We do not have a full time technician on site therefore we rely on their availability for installation.
- The Collection Team is small with many other responsibilities and projects and therefore there may be a wait during busy periods in our calendar.

- It might be possible to process your request quicker as an 'express service' providing you are happy to pay the full costs for a technician and the delivery of your work. Please contact us if you are interested.

### **Do I have to hang the work myself?**

No, installation will be arranged and a member of the Collection Team and an art technician will install and label the work for you. You will never be asked to handle the work, this is the responsibility of the Collection Team only.

**NB** Please note that the UAL Art Collection is not responsible for the condition of the walls (before or after installation), however we will endeavour to make minor repairs to walls where necessary to installation (i.e. filling in previous screw holes). Please contact your Estates Team for general wall maintenance and paint repairs.

### **How long can the work be up for?**

There is no set length of time. On occasion works are needed for external projects or maintenance and repair and are removed for these purposes, but otherwise the works are available for as long as you want them.

As part of our support programme to the Collection artists we try to be as accommodating as possible should they wish to borrow their artworks back for exhibitions. If a request comes through for one of your artworks we would really appreciate your flexibility in this instance.

### **Can I change the artwork if I change my mind?**

The artwork needs to be displayed for a minimum of 6 months to enable us to deal with all of the requests we have. After this time the work may be exchanged for new work if you wish to do so.

### **What happens if the work needs to be taken down?**

If you need to remove the work for any reason, whether it is temporary or permanent you must contact the Collection Team at [ualcollection@arts.ac.uk](mailto:ualcollection@arts.ac.uk) and schedule a removal, please do not contact Estates, artworks must not be moved by Estates or anyone other than the Collection team. A technician will come and remove the work for you so that you are never responsible if work gets damaged. Please give us a much notice as possible (a minimum of two weeks) to arrange for a removal team to remove the work.

Depending on the scale and quantity of artworks in your loan there may be a removal charge to cover our technician and transport costs. This will be assessed on a case by case basis and charged at £30 per piece. If your works need to be removed due to building and office renovations you may not be liable for these costs, and we can discuss this with you.

### **Can the Collection technicians hang my personal work for me?**

Unfortunately they can't. Work outside of the UAL Art Collection is not the responsibility of the Collection Team. You are welcome to get in touch with the art technician and pay the day rate for their time.

### **Is the work in the Collection for sale?**

No. Work in the Collection is not for sale but if someone is interested in an artwork the Collection Team is happy to orchestrate a commission or connect the artist with the potential buyer. Similar works or other editions of the same piece may also be available.

### **How can I find out about the artist?**

Each work comes with an information label, which introduces the work and the artist. If you interested in learning more about a particular artist, biographies may be available upon request.