
	ADMINISTRATIVE PROCEDURE MANUAL		
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	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-4.12 Property	November 5, 2025	

### **Purpose:**


The purpose of this procedure is to articulate a plan for the acquisition, loan and display of visual art for the Permanent Art Collection of Florida State College at Jacksonville (FSCJ/College). The purpose of the Permanent Art Collection is for public display and education.

### **Procedure:**

- A. Acquisitions: Acquisitions may come from gifts to the College, donations requested by the Foundation or a Campus Gallery or loan arrangements made between the College and artists or collectors in the community. The Director of Programming and Operations, Wilson Center ("Director") will work with the Foundation, appropriate campus administrator and/or designated art faculty to approve additions and loans to the Permanent Art Collection.
1. Professional Donations: Donated works that have been created by established professional artists will be processed through the Foundation using the "Donation Form for Non-Cash Gifts Agreement" (Attachment A). The original document will be submitted to the Foundation and copies of this record and additional information about the donated work will be kept on file by the Director. The College will have sole discretion over the placement, rotation, sale and or disposal of the work.
  2. Student Donations: Donated works that have been created by FSCJ students will be processed through the Director using a "Student Donation Form" (Attachment B). Student donations include gifts and requested donations. The College will have sole discretion over the placement, rotation, sale and/or disposal of the work.
  3. Loans: Works on loan from artists or collectors will be processed through the Director using a customized loan agreement. The length of loan, value of items, insurance responsibility and other conditions of the loan will be specified as applicable in a custom loan agreement as determined by the Director.
- B. Cataloging: Upon intake, works are to be inspected, photographed and measured with special attention paid to any damage, wear and tear or cleaning issues. The work shall be assigned a catalog number and entered into the Permanent Collection Database (Attachment C) when the work is received. Works should be clearly labeled as FSCJ property and be identified by catalog number, name of the artist, title of the work, etc.
- C. Valuation:
1. Individual works valued at more than \$1,000 must be entered into the College inventory and barcoded.

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2. Any individual work or collection of works donated to the College that is valued at more than \$5,000 must be accompanied by an official appraisal.
- D. Insurance: All works owned by the college are insured against theft and damage through a blanket policy maintained by the College Risk Management Office.
- E. Storage: Work that is not currently on display will be housed in a secure space with limited access.
- F. Placing Works: The Director, taking into account the suggestions of campus administration, faculty, staff and students, will determine the selection and placement of works on a campus or center. The College President, or designee, will approve works for display in spaces other than campus/center sites. They will take into account the suggestions of campus administration, faculty, staff and students when making selections. The Gallery Coordinator will be responsible for assisting non-campus/non-center administrative office spaces with selection and placement of artwork. In all cases, the Director must be notified of placement of artwork in order to maintain an accurate Permanent Collections Database record.
- G. Departmental Loan Agreement: Although the Director is responsible for maintaining the collection, each department will be expected to note and report any safety issues and assure that the work continues to be exhibited and maintained as intended. Departments will be given a "Departmental Loan Agreement" (Attachment D) once the work has been selected and installed. This agreement sets forth the following expectations:
1. The department will maintain the artwork in the condition it was received.
  2. The work will not be relocated or placed in storage. The Director will be notified if any changes are necessary.
  3. Any loss, vandalism, or other damage to the work will be reported to the Director immediately.
  4. The department understands and agrees to respect the limits of the loan period.
  5. Artwork may not be reframed, removed from the College or "gifted" to other departments or individuals.
- I. Installation of Works: The Director will be responsible for coordinating the installation of artwork. Proper hanging and display hardware will be used to ensure secure installation in such a way that future displays can make maximum use of the same wall locations. Installation that requires more than superficial damage to structural surfaces will be done in coordination with the Maintenance Department and will be approved by the campus administration.

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- J. Labeling: Suitable identification labels and instructional information of a uniform style will be fixed to respective works or display sites. Recognition of provenance will be incorporated into the text of the label unless the donor or lender prefers to remain anonymous.
- K. Rotation: Works will be rotated at the discretion of the Director in order to revitalize the campus environment and provide fair access to the collection for all departments.
- L. Eliminating Works: The Director will work with the appropriate administrator and select faculty members to remove works from the collection that have been damaged beyond repair or no longer represent the stylistic or disciplinary mission of the visual arts instructional program. Procedures for disposal of tangible personal property will be followed for artwork items exceeding \$1,000 per piece (See APM 04-1101).
- M. Attachments: Contact the Director for the most up-to-date copies of the following:
- Attachment A: Non-Cash Gift Agreement Donation Form
  - Attachment B: Student Donation Form
  - Attachment C: Sample Page – Permanent Collection Database
  - Attachment D: Departmental Loan Agreement

REFERENCES: F.S. Chapter 274, 1001.64, 1001.65, 1013.28

Adopted Date: November 13, 2012

Revised Date: May 10, 2017, November 5, 2025