

# Artworks Policy

## Acquisition and management

### 1. Purpose

- 1.1 This policy sets out the School's guidelines for the development and management of the School's collection of artworks through acquisition, display, documentation and disposal. This policy should be read in conjunction with the School's Donations Acceptance Policy.
- 1.2 This policy applies to all employees of LSE and its subsidiaries.
- 1.3 The definition of works of art for the purpose of this policy includes, but is not limited to, paintings, photographs, sculpture, artefacts, textiles, antique and bespoke furniture, ceramics, silverware, digital art works and onsite installations.
- 1.4 The policy covers all artworks held on property owned and leased by the School including residences.

### 2. Donating art works

- 2.1 Throughout its existence the School has acquired a broad range of art works by commission and donation. Works of art are displayed across the campus and residences enhancing the experience of studying and working at LSE. The School will continue to acquire artworks as the campus develops and capitalise on its unique opportunity for developing links between art and the social sciences. The School also accepts the loan of artworks for display on campus for fixed periods.
- 2.2 LSE is grateful to those who support the School through the donation of artworks. It aims to ensure that donors are appropriately acknowledged and recognised and that donations are used as intended. These objectives are codified in the Donor Charter available at <http://www.lse.ac.uk/supportingLSE/PoliciesAndProcedures.aspx>.
- 2.3 LSE will not accept donations of art works it considers to be illegally and unethically obtained and recognises its obligations under national and international law relating to the acquisition of artworks and cultural property. All donations are subject to the requirements of the School's Donations Acceptance Policy.

2.4 All donations of art works will be processed and recorded by LSE Advancement and the LSE Archivist. A written gift agreement is required for all donations of art works. Questions regarding gift agreements should be directed to the Donations and Finance Team in LSE Advancement in the first instance.

2.5 The location and display of an artwork will be at the discretion of the School.

## 3. Care and management of art collections

3.1. The School will ensure that an inventory of all artworks is maintained in accordance with Financial Regulation C14.2.

3.2. Artworks will be regularly valued and insured as appropriate.

3.3. All art works will be displayed or stored in accordance with requirements for their physical security.

## 4. Loan of objects to other organisations

4.1 The School may authorise the loan of objects to other organisations or individuals for a specific period of time and for a specific purpose, normally exhibition/display but which can include research, conservation, photography or education. All requests must be assessed under the criteria in the guidance provided.

## 5. Disposal

5.1. The School may dispose of artworks no longer required for the LSE Estate. Any disposal will comply with LSE Financial Regulations and show due diligence.

## 6. Roles and responsibilities

6.1 LSE Council has overall responsibility for managing the business of the School and for safeguarding the School's assets.

6.2 The School Secretary is responsible for ensuring the School community is informed of its responsibilities regarding the acquisition and care of art works.

6.3 The LSE Archivist is responsible for:

- Advising on procedures for acquiring and managing the School's art collection.
- Maintaining an inventory of artworks (Financial Regulations C14.2) and ensuring that artworks in the ownership and custody of the School receive appropriate care and conservation.

6.4 LSE Advancement is responsible for:

- Co-ordinating procedures for ethical review and recording decisions in central LSE database systems
- Processing donations and recording these in central LSE database systems, in accordance with Financial Regulations section C15
- Managing the shared interests of donors and the School in conjunction with this policy.

6.5 Estates Division are responsible for undertaking due diligence for the care of artworks during building projects under procedure note 72 Due Diligence for Existing Artwork in building and new Artwork.

## Review schedule

Review interval	Next review due by	Next review start
3 years	June 2018	Mar 2018

## Version history

Version	Date	Approved by	Notes
1.0	18 June 2015	Council	

## Links

Reference	Link
The Ethics Code	<a href="http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/ethCod.pdf">http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/ethCod.pdf</a>
The Ethics Code Guidance	<a href="http://www.lse.ac.uk/intranet/LSEServices/ethics/ethics-images/EthicsCodeGuidance2014v2xx.pdf">http://www.lse.ac.uk/intranet/LSEServices/ethics/ethics-images/EthicsCodeGuidance2014v2xx.pdf</a>
Procedure for the ethical screening of grants and donations	<a href="http://www.lse.ac.uk/intranet/LSEServices/ethics/Procedures-for-the-ethical-screening-of-grants-and-donations.pdf">http://www.lse.ac.uk/intranet/LSEServices/ethics/Procedures-for-the-ethical-screening-of-grants-and-donations.pdf</a>
Financial Regulations	<a href="http://www.lse.ac.uk/intranet/LSEServices/financeDivision/Financial%20Regulations.aspx">http://www.lse.ac.uk/intranet/LSEServices/financeDivision/Financial%20Regulations.aspx</a>
Policy Against Bribery and Fraud	<a href="http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/raPol.pdf">http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/raPol.pdf</a>
Procedures are provided for:	
Dealing with gifts and loans of artworks.	[Link to be added]
Loaning artworks to other organisations.	[Link to be added]
De-accessioning and disposing of artworks.	[Link to be added]
Requests to hold temporary exhibition on campus	[Link to be added]
Requests to hold exhibition in the Atrium Gallery.	<a href="http://www.lse.ac.uk/intranet/LSESocial/artsAndMusic/Atrium%20Gallery%20-%20Submitting%20a%20proposal.aspx">http://www.lse.ac.uk/intranet/LSESocial/artsAndMusic/Atrium%20Gallery%20-%20Submitting%20a%20proposal.aspx</a>
Guidance on the ethics and practicalities of acquisition, 2nd edition, 2004, Museum Association Ethics Committee	<a href="http://www.museumsassociation.org/download?id=11114">http://www.museumsassociation.org/download?id=11114</a>
Combating Illicit Trade: due diligence guidelines for museums, libraries and archives on collection and borrowing cultural material, Oct 2005, Department for Culture Media and Sport, Cultural Property Unit.	<a href="http://old.culture.gov.uk/images/publications/Combating_Illicit_Trade05.pdf">http://old.culture.gov.uk/images/publications/Combating_Illicit_Trade05.pdf</a>

## Contacts

Position	Name	Email	Notes
School Archivist, Governance, Legal and Policy Division	Sue Donnelly	<a href="mailto:s.donnelly@lse.ac.uk">s.donnelly@lse.ac.uk</a>	

## Communications and Training

Will this document be publicised through Internal Communications?	<b>Yes</b>
Will training needs arise from this policy	<b>TBC</b>
If Yes, please give details	