
UCLA Procedure 742.1: Acquiring Works of Art, Antiquities, and Artifacts

Issuing Officer: Associate Vice Chancellor, Business & Financial Services
Responsible Dept: Procurement
Effective Date: July 1, 1998
Supersedes: UCLA Procedure 742.1, dated 12/1/83

I. REFERENCES
II. GENERAL POLICY
III. PROCEDURES

I. REFERENCES

1. UCLA Policy 742, Acquisition of Works of Art, Antiquities, and Artifacts;
2. UCLA Procedure 742.2, De-acquisition of Works of Art By Sale or Exchange.

II. GENERAL POLICY

The appropriate Director and Advisory Committee on Acquisitions of each gallery, art center, or museum shall evaluate the fitness of each proposed donation of a work of art, antiquity, or artifact before a decision as to acceptance or refusal is made. Formal acceptance is subject to concurrence by the appropriately authorized parties and to applicable policies and procedures.

Purchases of any work shall be within the planned purchasing program of each organization, otherwise the concurrence of the applicable Advisory Committee on Acquisitions is required.

Before accepting or refusing any acquisition, an analysis of the cost to the University should be determined including costs of acceptance, mounting, restoration, storage, maintenance, cataloging, staff support workload, and all other expenses associated with its addition to a campus collection. No acquisition shall be accepted if these costs are not available to and committed by the donee or a specific departmental budget in advance.

De-acquisition of items shall take place in accordance with UCLA Procedure 742.2.

III. PROCEDURES

A. Advisory Committees

RESPONSIBILITY	ACTION
Gallery Director	Recommends to Chancellor proposed membership of an Advisory Committee on Acquisitions for his/her organization. (The Committee will include at least one administrator or emeritus administrator and at least one faculty specialist.)
Chancellor	Appoints Advisory Committees on recommendations of Directors.

B. Donations and Bequests

RESPONSIBILITY	ACTION
Donor	Makes bequest or offer of gift.
Gallery Director	Makes preliminary evaluation of proposed acquisition as to suitability for acceptance according to criteria of UCLA Policy 742. <ul style="list-style-type: none">• Acquisition may be accomplished via Planned Acquisition Program - or- outside of this program as outlined below.

RESPONSIBILITY	ACTION
Gallery Director (cont'd)	<p><u>Planned Acquisition Program</u></p> <p>When proposed acquisition falls within planned acquisition program of the organization, and where acceptance will impose little or no obligation on the University for storage, maintenance, or exhibition, makes decision as to acceptability of gift.</p> <p>Directs preparation of Gift/Private Acceptance Report (UDEV 100) in accordance with Regents' gift acceptance and recording procedures and forwards to Gift Administration, External Affairs for processing.</p> <p style="text-align: center;">OR</p> <p>Sends letter to donor declining acceptance.</p>
Gift Administration, External Affairs	Reviews donor terms and conditions of gift and officially accepts gift for the University.
Gallery Director and Advisory Committee	<p><u>Outside Planned Acquisition Program</u></p> <p>When proposed acquisition does not fall within planned acquisitions program of organization, or where it imposes obligations as to storage, maintenance, and/or exhibition, makes decision as to acceptability of gift.</p>
Gallery Director	Directs preparation of Gift/Private Acceptance Report (UDEV 100) in accordance with Regents' gift acceptance and recording procedures and forwards to Gift Administration, External Affairs for processing.
Gift Administration, External Affairs	Reviews donor terms and conditions of gift and officially accepts gift for the University.

C. Purchases Within the Planned Purchasing Program of the Organization

RESPONSIBILITY	ACTION
Gallery Director	<p>If cost of item is more than 25 percent of annual budget for acquisitions:</p> <ul style="list-style-type: none"> • Makes decision to purchase after consideration of possible implications of storage, maintenance, exhibition, etc. <i>Note:</i> If acquisition of any amount will impose burdens of storage, maintenance or exhibition, obtains concurrence of Advisory Committee. • Makes purchase in liaison with Purchasing Department. <p>Implements procedures for recording, cataloging, and accounting of all purchases.</p>

Issuing Officer

/s/ Sam J. Morabito

Associate Vice Chancellor, Business & Financial Services

Questions concerning this policy or procedure should be referred to the Responsible Department listed at the top of this document.
