

WESTPORT BOARD OF EDUCATION

***AGENDA**

(Agenda Subject to Modification in Accordance with Law)

PUBLIC CALL TO ORDER

6:00 p.m., Staples High School, Room 1025c, Principal's Conference Room

EXECUTIVE SESSION: Matters Pertaining to Security

RESUME PUBLIC SESSION/PLEDGE OF ALLEGIANCE

7:30 p.m., Staples High School, Cafeteria B (Room 301)

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS (15 MINUTES)

MINUTES: October 23, 2017

DISCUSSION:

- 1. WestPAC Collection Management Guidelines, *pages 1-55* (Encl.) Ms. Christie Stranger
Ms. Inna Agujen
Ms. Kathie Bennewitz
Ms. Michelle Mechanic

UPDATES:

- 1. Update on Accelerated Science Course Dr. AJ Scheetz
- 2. Committee Report Updates Ms. Elaine Whitney
Ms. Karen Kleine
- 3. Superintendent's Update Dr. Colleen Palmer
 - Budget Development
 - Assessment of Resources
 - Strategic Plan Work

ADJOURNMENT

*A 2/3 vote is required to go to executive session, to add a topic to the agenda of a regular meeting, or to start a new topic after 10:30 p.m. The meeting can also be viewed on cable TV on channel 78; AT&T channel 99 and by video stream @www.westportps.org

PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

- Comment on non-agenda topics will occur during the first 15 minutes *except* when staff or guest presentations are scheduled.
- Board will not engage in dialogue on non-agenda items.
- Public may speak as agenda topics come up for discussion or information.
- Speakers on non-agenda items are limited to 2 minutes each, except by prior arrangement with chair.
- Speakers on agenda items are limited to 3 minutes each, except by prior arrangement with chair.
- Speakers must give name and use microphone.
- Responses to questions may be deferred if answers not immediately available.
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.

Westport Public Art Collections Committee 2016-17 Report Westport Board of Education, November 13, 2017

Overview of 2016-17* (July 1-June 30 fiscal year)

**First reported to Superintendent of Schools Colleen Palmer, Curriculum Directors Julie Droller and Jennifer Allen on June 30, 2017*

WestPAC Committee Status

2016-17

- In 2016 Committee established as subcommittee of Westport Arts Advisory Committee; as town subcommittee, members are appointed by First Selectman upon recommendation of WestPAC leadership and Westport Arts Advisory Committee (WAAC);
- 5/8 Schools had reps (GFS, SES, CES had no reps); plus 4 active at large members to help with other WPS and town sites and committee activities;
- Recruited volunteers at BTSN, online (WPS website and WestPAC FB page), via PTA and CBB communications, and in person.

Update: 2017-18

- Collection stewardship is being jointly managed by Town Curator, Kathie Bennewitz, and WestPAC Co chairs Christie Stanger and Inna Agujen, who are responsible for the daily operations and site management of WestPAC reps and art;
- To date, there are 21 members of WestPAC Committee; 8/8 Schools have at least 1 rep; other members are handling town sites, and at large committee work on the database, research and related activities;
- Recruiting volunteers at BTSN, online (WestPAC website and WestPAC FB page), via PTA and CBB communications, and in person; Friends of WestPAC, Inc. has offered to host a “meet and greet” coffee.

Collections Management and Town-wide Inventory

- *Database*
 - The FileMaker collection records were successfully migrated to an Omeka open source software, hosted by WPS, for collection management, inventory tracking, creating inter-relations between works, artists and locations;
 - New site provides searchable public access to the artwork and images via the WestPAC website housed under the WPS “Community” tab:
 - WestPAC Website: <http://www.westportps.org/community/westport-public-art-collections>
 - Online Public Database Access: <https://collections.westportps.org/>
- *Inventory:*

During the Spring 2017, WestPAC and WAAC volunteers inventoried all school and municipal buildings (they were assisted at SHS by Rho Kappa SS Honors Society students); artwork locations were updated and new (31) accessions added. To date there are objects in 12 sites town wide and in art storage; the following collections totals are: WSPAC (1,440); Town (92); WPA (62).

Program Activities

2016-17

- Installed exhibits at SHS on Dohanos’s *Band Played On* for Staples Players “Music Man” (Nov 2016) and Founder’s Day (Jan. 2017);
- Supported PTA ArtSmart projects and “Museum Night” displays with artwork and collection access
- Loaned six works to Westport Art Center’s exhibition, “Main Street to Madison Avenue” (April 21–June 23, 2017);
- Repaired or newly framed 30 works;
- Conserved *Portrait of Horace Staples* (WPA) by Sam Brown and Seymour Fogel’s *Untitled*

- Bought new hanging hardware system for all sites;
- Updated Fine Art Appraisal for Dohanos's works in WestPAC.

Update: 2017-18

- WestPAC reps are undertaking new installations at BMS, SHS and CES, and more is planned. At CES, rep will be creating installation that utilize CTV and tie into K curriculum at request of, and in consultation, of CES principal;
- Conserved/Repaired cracking plaster walls surrounding Curry frescos at KHS (\$5,600);
- Paid stipend to 3 WPS/SHS English teachers in summer to undertake an artwork/curriculum links project, executed with guidance of Julie Heller (\$1,500 total);
- Conservation underway of Seymour Fogel's *Sundance* (\$3,500) and Dohanos, *Carrousel Horse* and frame (\$1,000);
- Supporting PTA ArtSmart projects;
- Supporting activities of SHS Rho Kappa SS Honors Society student's community service projects and "BMS Art Collective" (public art club), where students are creating their own artworks "in conversation" WestPAC works on view.

Collection Management Guidelines implementation

WestPAC's Collections Management Guidelines ("CMG") describes procedures to follow for collection activity, including collection records and inventories; accession and deaccession; appraisals; risk management and insurance; care and conservation; access; display; loans; and intellectual property rights. The CMG also details the Collections' purpose and objectives in accordance with the Westport Board of Education Policy 6161.13 (23 May 2016), and generally accepted standards, practices and ethics for the stewardship and use of the Collections.

- CMG content reviewed WAAC, then by WPS senior leadership, and revised current version (2.4: *July 10, 2017*) – (See attached);
- Document include: Google forms for art installation and relocation requests and damage reports, along with forms for the tracking and documenting accessions, outgoing and incoming loans, etc.;
- "Quick guide" for WPS staff (*R6161.13*) and WestPAC committee members to be created with this notice of CMG implementation. (Sample attached)

Friends of WestPAC, Inc.

- This Organization was formed in 2016 to raise and maintain funds and to use such funds exclusively to support the care, conservation, maintenance and educational use of the Westport Public Art Collections for the benefit of present and future generations of Westport students and residents, and for the preservation and promotion of the artistic heritage of the Town of Westport. It operates as an IRS tax-exempt status under the Tax ID# 81-3624942.
- *2016-17 Funding Sources*
 - PTA Donations: 8/8 schools;
 - Westport School Art Calendar;
 - Dohanos, *Band Played On* print sales at "Music Man";
 - Fundraising event: Second Story Moonlight;
 - Local Grants;
- *2016-17 Sources and Uses of Funds to Support WestPAC* -(see attached).

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I. Introduction

This document, Collections Management Guidelines (hereinafter referred to as “CMG”), describes procedures for collection activity, including collection records and inventories; accession and deaccession; appraisals; risk management and insurance; care and conservation; access; display; loans; and intellectual property rights.

The CMG also details Westport Public Art Collections’ purpose and objectives in accordance with generally accepted standards, practices and ethics for the stewardship and use of the Collections.

The CMG was created by the Town of Westport Curator and the designated Agent(s)*, and adopted by the Westport Public Schools (hereinafter referred to as “Schools”) and Town of Westport (hereinafter referred to as “Town”) on [TBD DATE]. This CMG documents the standards and basic policies that guide the development, use and care of the Westport Public Art Collections (hereinafter referred to as “Collections”). The CMG is to be followed by the designated Agent(s) of the Collections, the Town, Westport Arts Advisory Committee (hereinafter referred to as “WAAC”), Schools and Westport Board of Education (hereinafter referred to as “BOE”). It also serves as a source of information for the public.

**NB, the Westport Public Art Collections Committee, as a subcommittee of the Westport Arts Advisory Committee, was designated “Agent” to serve in this capacity of Steward. This was, effective July 1, 2016 through June 30, 2019, by the First Selectman, Westport Public School Superintendent of Schools and Board of Education by the joint Memo of Understanding and the Board of Education’s appointment on 23 May 2016.*

Through the CMG, the BOE, Town and the designated Agent(s) of the Collections collectively ensures that:

- Westport Public Schools and Town Art Collections are accounted for and documented;
- The Collections are protected, secure, cared for, and preserved;
- Artwork in the Collections is routinely displayed and rotated throughout the schools and the Town to fulfill the Collections’ goals;
- Acquisition, Deaccession, and Loans of works of art in the Collections conform to the missions of the Town, WAAC, Schools and the Collections, and that such activity complies with applicable law and reflects ethical standards and best practices;
- Disposal of works from the Collections through sale, exchange, or other means is solely for the advancement of the Collections and its Mission, and proceeds from the sale of such works are used only to purchase other works of art for the public collections or for direct care of the objects in the Collections;

- Access to the art collections in the municipal and school buildings and access to Collection information is permitted and appropriately regulated;
- Collection related activities shall promote the public good and not individual financial gain.

II. Mission and Vision

A. Mission

The Collections are an essential and enriching resource in the academic and daily lives of the students and residents of Westport. Its mission is to maximize the impact of its core collections by using original works of art to inspire and educate Westport students, teachers and the community. This is achieved by increasing awareness and accessibility of the Collections through developing and creating opportunities for programs and public display, and caring for and curating these important Collections to insure their growth for future generations.

B. Vision

The Agent(s)' vision is to maintain the Collections' mission and purpose with a vision of constant growth for future generations of students and residents in the Town and Schools by physically maintaining the work in the Collections; preservation; acquiring new works to enhance the collection; and by working collaboratively with the Schools, Town, WAAC and the Friends. In doing so, the Collections can grow as both a valuable resource as well as a valuable asset to the Town and Schools.

III. Responsibility and Authority

The Collections are held in trust for the charitable and educational benefit of current and future generations of Westport students and residents. As such, the Town, BOE and Westport Public Schools, and the appointed "Agent", The Westport Public Art Collections (WestPAC) Committee, will diligently care for the artwork in the Collections, and shall continue to display the artwork throughout the public school and municipal buildings of Westport for visual enrichment, and educational support and classroom initiatives to fulfill the obligations and responsibilities of the Committee and Collections' use and care per:

- Westport Board of Education Policy 6161.13 (23 May 2016)
- Town Policy: TBD
- Memo of Understanding, June 30, 2016

Accordingly, the Agent(s) shall be responsible for, among other things, collections management; exhibitions and programs to enhance education and public interest in the Collection; donor cultivation; recommendations for all acquisitions and deaccessioning, incoming and outgoing loans; and the intellectual property rights, including rights and reproductions.

The implementation of the CMG shall be the responsibility of: the Town Curator and designated Agent(s), Schools and BOE, Town, and WAAC. The above parties should continuously improve the conditions in which we care for our collection over the long term as we advance the philosophy, objectives, and priorities of the Collections and strive to fulfill current best practice standards. This should be done in accordance with the Collections' allocated budget, available funds and resources, and in accordance with Federal Law and all applicable laws of the State of Connecticut.

The Schools and Town may allocate necessary funds and assist the Agent(s) and Friends of Westport Public Art Collections, Inc. (hereinafter referred to as "Friends"), a 501(c)(3) tax-exempt, not-for-profit corporation in the State of Connecticut, organized in 2016 to raise funds and apply for such grants as may be available to ensure the continued care, growth and sustenance of the Collections.

Review and Revision

These Guidelines is Policy may be reviewed at least once every three years, or when needed. The WAAC is responsible for monitoring the Agent(s) compliance with the Collection Management Policy and for recommending review when warranted. Revisions to the CMG may be made by the Agent(s), upon recommendation of WAAC and/or the Schools Superintendent or his/her designated agent. A copy of the CMG may be made available to donors, lenders, borrowers, and other responsible persons upon request to the Agent(s), and will be made publicly available via the WestPAC website:

<http://www.westport.k12.ct.us/community/westport-public-art-collections>

IV. History

(To come)

V. Purpose and Scope of Collections

A. Purpose

Founded in 1964, by Westport Public Schools educator Burt Chernow, the Collection was founded with the vision that original art be a daily and integral part of the educational environment for cultural education of the students, educators, and community of Westport, and and that the art may be used as a tool to increase effectiveness of teaching in the schools' curricula.

Artwork in the Collections shall be routinely displayed and rotated throughout the schools and town to fulfill the Collections' goals. Artwork may also be displayed in and on buildings owned by the Town, which are open to the public.

Schools staff and students and a broad public shall be able to access and view, pursuant to current Town and School policies and protocol, the Collections, directly or via an online database, so the Collections shall be used as a resource to inspire, educate, and connect students, artists and the community.

The Collections are also intended to serve as a tool to initiate discourse between academic and cultural disciplines to nurture the students, parents and community pursuant the the guiding principles

of the schools: “To be emotionally and socially aware, Kind with sincerity, Principled in thought and action, and Learning always.” If the mission of the Schools changes, the purpose of the Collections remains the same: to foster and enrich students’ and residents’ learning and cultural environments.

B. Scope

The Westport Public Art Collections is a sizable body of original works of art acquired primarily through gifts, mostly given by the artists themselves. Some works have been donated by heirs of artists, gallery owners or private collectors; or were purchased with funds donated for the purpose of adding artwork to the Collections, and some with the proceeds of insurance.

Its three collections consist of

- 1) **Westport Public Schools Permanent Art Collection (WSPAC):** In 1964 Schools educator Burt Chernow founded the WSPAC Collection, which remains entrusted to the Board of Education, with the vision that original art be a daily part of the educational environment of every student.
- 2) **Town of Westport Art Collection:** This collection, entrusted to the Town, includes original works of art intended to support and promote the artistic and cultural heritage of Westport.
- 3) **Works Progress Administration Collection (WPA):** The federal art programs of President Franklin D. Roosevelt’s New Deal economic recovery plans of the 1930s and 1940s included murals and other artwork commissioned for municipal and school buildings. Today, the Town of Westport is the steward of its federally owned works, most of which have been restored and remain on public view.

VI. Acquisitions

Acquisition is the physical entry of objects into the collection accompanied by the transfer of title. All acquisitions should support the Collections’ mission and collecting goals. Acquisitions may be made through gift, bequest, purchase, exchange, or transfer.

The Town Curator, who is appointed by the First Selectman and WAAC, and Agents(s) may solicit donors to make gifts, bequests, purchases, exchanges, or transfers of artwork into the Collection to enhance the pecuniary value of the collection and the collection’s implicit value in fulfilling its mission; and individuals may propose a potential gift, bequest, purchase, exchange, or transfer to the Agent(s) directly or via the **Donation Proposal Form**.

The Town Curator and Agent(s) shall be responsible for the care and accessioning of the artwork(s) into the Collections. Together they shall make recommendations on any and all acquisitions or gifts in accordance with the Collections’ goals and based upon the object’s visual integrity and suitable physical condition to be exhibited and educationally utilized.

Acceptance of gifts of artwork(s), or funds for the purchase and care of artwork(s), shall be in accordance with:

- WSPAC: BOE Policy P3280 on Gifts, Grants and Bequests
- Town: Policy for Gifts to Town (Approved 7/15/98; Amended 10/28/98; Revised 11/12/14)

Objects considered for accession into the Collections shall be reviewed by the Town Curator, the Agent(s) and then by the Westport Arts Advisory Committee. A written recommendation from the Agent(s) for the proposed gift or purchase shall be submitted to:

- WSPAC: Superintendent of Schools, or his/her designee, for presentation to the BOE for review and approval;
- Town of Westport Art Collection: Upon the written recommendation of the WAAC to the First Selectman, for presentation to the Board of Selectmen (hereinafter referred to as "BOS") for review and approval.

A. Collection Parameters

The designated Agent(s) will consider objects for acquisition if the following criteria are met:

1. The object(s) is consistent with and relevant to each collection's mission, goals and purpose.
2. The object has potential for exhibition, study, or research.
3. There are sufficient financial or professional resources to care for and maintain the object. Included in the determination of this criteria shall be an evaluation of the object's condition and the financial or professional resources required to restore, conserve, and maintain the object as part of the collections.
4. All attempts to verify authenticity and provenance of an object must meet the satisfaction of the Town Curator and Agent(s). Objects considered for acquisition must be transferred by the owner with clear title or by an executor with proven authority to make such transfer.
5. Duplicates (i.e., objects similar or identical to items already in the Collections), may be accepted if they contribute to the quality and scope of an existing collection, or if they can be used to supplement a teaching or program collection.
6. No artwork shall be accepted into the Collections if the intent of the transaction is to immediately sell or exchange such artwork for another. All donations are irrevocable once they are accepted for the Collection by the Westport Board of Education.

B. Methods of Acquisition

Objects may be acquired by bequest, gift, purchase, exchange, or by transfer by which title to the item passes to each Collections trustee.

Objects need to be examined and discussed to determine their fit within the Collections. A detailed **Temporary Custody Receipt** is completed by the Curator or Agent(s) to ensure that all crucial components of the object and donor information is collected and to acknowledge that the object(s) being presented for accession have been received.

A Temporary Custody Receipt does not obligate the trustee to formally accept an item and it shall accompany the object being considered for accession until a formal decision is made by the Agent(s), and a trustee, and a **Deed of Gift** agreement form or letter of refusal is completed.

If the object(s) is accepted for accession into a Collection, a **Deed of Gift** agreement, and a **Letter of Acceptance** is completed and sent to the donor by the respective governing authority (Superintendent of Schools or First Selectman).

The Deed of Gift is a formal and legal agreement between the donor and the repository that transfers ownership of and legal rights to the donated object(s). After discussion and review, the donor or donor's authorized agent and a representative of the repository both sign it. The signed deed of gift establishes and governs the legal relationship between donor and repository and the legal status of the materials.

Consideration of a gift, short-and long-term loans, and exchanges shall follow the guidelines set forth in these guidelines.

1. Gift or Bequest

The following criteria and considerations apply to acquisitions by gift, grant or bequest. A gift or bequest, or any part thereof, may be refused at the discretion of the Curator and/or Agent(s) if the object(s) involved fail(s) to meet the acquisition criteria:

- a. Gifts, grants and bequests will be accepted only without restrictions;
- b. The Agent(s) shall make efforts to secure from the donor or third party sufficient funds to maintain the object as part of the collection, as needed;
- c. The Town Curator and Agent(s) may appraise objects internally in order to establish a value for insurance. However, an appraisal or authentication by staff or governing authority on behalf of the public for the monetary value of objects being offered to the Collections is not permitted. Donors shall provide the fair market value of the gift. Donors desiring an appraisal shall obtain value from an independent appraiser at the donor's expense and provide a copy to the Agent(s) for their records. If this is not possible, the Town Curator and Agent(s) may rely on market research, comparable values, or the advice of professionals in the relevant field(s) to ascertain a reasonable estimate of value.

2. Purchase

When purchasing an object(s) for the Collections, the following criteria must be considered:

- a. Cost of the purchase relative to its importance to the Collections.
- b. Consultation with an appraiser, conservator, or professional regarding acquisition viability.
- c. Possibility that a comparable object might be obtained through gift, grant or bequest.
- d. Purchase of objects owned by the curator, the Agent(s), or members of the BOE and WAAC or staffs of the Schools or Town, or their immediate families, should generally be prohibited. Exceptions to this policy may be made upon approval by the WAAC. Full disclosure of the circumstances of the transaction must be made, and the person involved in the purchase must not participate directly or indirectly in the decision-making process. Price must not exceed fair market value. Donations of objects by these parties at no expense to the Town, BOE or any other party may be accepted if such a donation of art meets the mission, vision, and criteria of the Collections.
- e. If the purchase is greater than \$500.00, it must be approved by the WAAC. All purchases will be included in the Agent(s)'s Collections report, which is submitted to the BOE or BOS.

3. Exchange

“Exchange” is when an object was acquired by transfer from another collection, or by exchanging an item from our Collection with an item from another collection.

An object proposed for exchange must first be deaccessioned pursuant to the deaccession stated herein. In this regard, the Town Curator and Agent(s) shall be responsible for recommendations for all deaccessions and exchanges. Objects will be evaluated for exchange based on the following criteria:

- a. Relative importance to the collection of the object(s) to be released from the collection and the object(s) to be acquired.
- b. Fair market values of the object(s) to be exchanged as appraised by at least two independent sources.
- c. Acceptance of exchange by original donor if required.
- d. Exchanges may be recommended by the Curator, the Agent(s) thereof, or, WAAC and are subject to approval by the Superintendent of Schools, the BOE and BOS.
- e. Full documentation pursuant to Section IX. herein, and provenance are required at time of exchange.
- f. Exchanges may only be made with museums, libraries, archives, or other tax exempt educational or cultural institutions and individuals, whose mission and interests are consistent with the interests of the Collections.

VII. LOAN POLICIES

The Agent(s) shall maintain appropriate records for outgoing, incoming and long term loans .

A. General

Objects in the Collections shall be routinely displayed and rotated throughout the Schools and buildings owned by the Town on a long-term basis, and without loan agreements, to fulfill the Collections' goals as stated in herein.

School and Town Administrators, teachers, staff and PTA members, including a PTA ArtSmart representative, shall contact WestPAC via an **Artwork Request Form**, or email, westpac@westport.k12.ct.us , within a timely manner to request artwork for:

- *Display in classrooms, offices, meeting rooms, or hallways*
- *Supporting classroom and student projects*
- *Relocation, as needed*
- *Other general needs*

Agent(s) shall accommodate such requests by communicating, in writing via email, with the principal and head custodian for school buildings, or with the Selectman's Office, and/or Town Department Directors, for municipal buildings, in advance of artwork being removed from display, transferred to a new site or to Collection Storage.

Any collection object(s) leaving a building premises to be transferred between schools or municipal buildings for short or long-term display, storage, conservation, framing or other related purposes, shall be accompanied by an **Art Relocation Approval Form**, approved by the Agent(s). A copy of the approved document shall be presented to the Main Office of the site prior to the artwork leaving the building. A record of such form shall be kept in the Collections database to record the location and movement of Collection objects.

B. Authority for Lending

1. The Agent(s) shall administer both short-term and long-term incoming and outgoing loans, with written notification in advance of a short term loan requests. Outgoing loans from the Collections shall include, but are not limited to, loans to museums, cultural institutions or other public spaces; incoming loans to the Collections include, but not limited, loans from collectors, artists, museums or other cultural institutions. The Agent(s) shall maintain loan agreements, written records and location tracking for all loans.

2. Loan requests should be submitted with as much lead time as possible to ensure adequate condition assessment, conservation, preparation, and processing time. Loan requests must be made in writing to the Agent(s) and must specify the work(s) to be borrowed, purpose, and length of the loan period. Initial requests describing the exhibition, preferably in writing, should be made three months in advance of the

beginning of the loan period; however, exceptions to this may be made upon the recommendation of Agent(s).

3. The Borrower shall be responsible for arranging, funding and safely transporting borrowed art and for insuring the art door-to-door for the length of the loan period. Exceptions to this must be reviewed and approved by the Town Curator, the Agent(S) and WAAC.

Where Lending institution approves the travel of loans to more than one venue, the Borrower will bear responsibility for loaned work throughout the entire period of the loan. Borrower must ensure that all participating institutions are advised of and meet the conditions stated in the Loan Agreement and any additional conditions or requirements provided to Borrower in writing.

4. Objects considered for loan shall be reviewed by the Town Curator, then reviewed by the Agent(s) and presented to the WAAC for review. A written recommendation from the Agent(s) for the proposed loan shall be submitted to:

- WSPAC: Superintendent of Schools, or his/her designated Agent, for review and approval;
- Town and WPA Collections: With the written recommendation of the WAAC to the First Selectman for review and approval

5. Because a Loan Agreement is a contract between a Lender and a Borrower and specifies what is to be lent, the conditions of loan and the respective responsibilities of each party, all Loan Agreements must be signed by Lender and Borrower and countersigned by:

- WSPAC: Superintendent of Schools or Director of School Business Operations
- Town and WPA Art Collection: First Selectman or his designee

If granted, approval by Lender will be confirmed in writing to the Borrower.

C. Outgoing Loans

Outgoing loans from the Collections may be made from the Collections to other museums, libraries, historical institutions, and institutions engaged in nonprofit, educational, and scholarly purposes.

1. The Town Curator and Agent(s) will assess the feasibility of outgoing loans. These parties will consider loans education, research, conservation, or reproduction and will be conditioned upon meeting the aforementioned professional standards and best practices. Consideration will be given to the scholarly significance of the proposed use of the loaned object(s) or research material in relation to the exhibition needs of the borrower. If a conflict of a display or educational opportunity arises, the Agent(s) will suggest a reasonable alternative for one of the conflicted objects. Should a duplicate or related object exist, it will be provided.

2. Objects considered for loan must be determined by the Curator to be stable, in condition suitable for exhibition, and able to withstand transit, minimal climate changes, and handling.
3. Loan fees will be negotiated or waived according to circumstances.
4. The borrower must sign the **Outgoing Loan Agreement** form signifying acceptance of the terms of the loan contract. Objects on loan may not be released for secondary loan without written request and authorization. The Agent(s) reserves the right to withdraw outgoing loans from the borrower if there is a concern regarding security or condition of the object, or if there is a change in the Borrower's exhibition priorities.
5. The borrowing institution shall assume all-risk, wall-to-wall insurance coverage for borrowed objects. This insurance will cover the security of the object(s) while in transit and during the full extent of the loan until returned to the Agent(s), and a certificate of insurance will be provided to the lender as proof of this coverage
6. Unless otherwise stipulated, the borrower must agree to assume all costs associated with the preparation, packing, insurance, and transportation of all objects loaned from the Collections. If the condition of a prospective loan is in question, conservation recommendations may be sought at the expense of the borrower. The Curator and Agent(s) reserves the right to select the prospective conservator and select the manner of treatment to be performed.
7. No staff member, Board member, volunteer, or any other individual, regardless of his or her relationship with Collections, Schools or Town, may borrow or use works from the Collections for personal purpose.

D. Incoming Loans

Short-term loans for the purpose of exhibits and research may be recommended by the Agent(s). Should there be any question as to the insurance requirements or general suitability of a loan, or should an incoming loan be subject to unusual restrictions, the WAAC will be consulted.

1. Before accepting any loan, the following conditions should be addressed:
 - a. Availability of storage or exhibition space;
 - b. Transportation;
 - c. Conservation;
 - d. Preservation requirements;
 - E. Lender's restrictions;
 - f. Problems of provenance or copyright;
 - g. Proposed expense of loan.

2. The lending institution must sign the **Incoming Loan Agreement** form signifying acceptance of the terms of the loan contract.
3. Upon arrival of the loan, the Agent(s) shall note the condition of all objects entering the custody of Agent(s), using a standard **Loan Condition Report** form. Photographs documenting the condition upon arrival will be taken.
4. Unless the lender specifically requests otherwise in writing, the Schools or Town will insure approved incoming loans with all-risk, wall-to-wall coverage under its policy. Coverage will terminate at the end of the loan period. The lender's election to maintain his/her own insurance shall constitute a release of the Schools or Town from any liability in connection with the loan and a certificate of insurance must be supplied.
5. The lender will assume all or part of the cost of insurance, packing, and transportation of the loan, unless otherwise arranged.
6. The Agent will not provide extended storage to lenders.
7. Objects shall be returned to lenders in the same condition in which they were received. Condition reports, with photographs, will be provided to the lender.
8. Objects on loan shall not be put in harm's way, nor shall they be lent or photographed without the owner's written permission.

E. Long-Term Loans

The Agent will consider long-term or indefinite loans (incoming or outgoing), with approval of the Town Curator, Agent(s), WAAC and respective governing parties.

Objects that are considered for incoming and outgoing long-term loan must meet specific criteria set forth in the Loan Agreement forms. Long-term loan agreements, object condition assessments, and certificates of insurance must be renewed annually with the lender and insurance carrier.

VIII. DISPOSAL AND DEACCESSION

Deaccessioning is the opposite of accessioning. It is the permanent removal of an object from the Collections. There are many reasons for deaccessioning an object, several of them being controversial, but from time to time this practice is a typical part of collections stewardship and a way for the museums and other cultural organizations and institutions to refine its collection and to advance its mission.

This process requires careful thought, and should reflect appropriate policy-making decisions rather than a reaction to the exigencies of a particular moment. Care must be taken to ensure that the cultural

organization or institution is under no legal constraints regarding the disposition of the work considered for deaccession.

A. General

Works of art in the Collections may be disposed of if such disposition is recommended by the Town Curator, Agent(s) and the Superintendent of Schools, or his/her designee, and approved by the BOEn and Town, acting through the BOS, and if such disposition enhances the value and quality of the Collections, and advances the Collection's goals and mission: to benefit the students, schools and community of Westport through exposure to and appreciation of the visual arts.

The BOE and Town recommends that all monies from the proceeds of the sale of a piece of art, or insurance from loss or damage, shall be exclusively used for the benefit of the Collections, including purchasing other artwork(s) and maintaining and conserving the Collections.

B. Criteria

1. Each object considered for deaccessioning must be carefully and individually evaluated and documented. General criteria to be considered include:
 - a. The object is outside the scope of the Collections or its Mission.
 - b. The object is rarely or never exhibited, is not useful as part of a study collection, and is deemed to have no relevance to the future activities of the Collections.
 - c. The object is a duplicate (of a multiple such as a print or photograph) or redundant to other closely related objects in the Collections.
 - d. The possession of the object is not legitimate (*e.g.*, it was stolen or illegally exported/imported).
 - e. The object is not authentic.
 - f. The physical condition of the object is poor and restoration is not feasible; and/or the object's condition poses a risk to other collection objects or a health hazard to the staff; and/or it no longer retains its physical integrity.
 - g. The Agent(s) is unable to properly conserve, preserve and/or store the object.
 - h. There is a repository into whose mission the object more directly fits or which will provide greater public access to the object.
 - i. The object is subject to the Native American Graves Protection and Repatriation Act.

2. Deaccessioning and disposal must comply with all applicable local, state, and federal laws.
3. The Agent(s) will endeavor to honor legal restrictions attached to the gift or bequest of any work of art. If this becomes impossible, the donor or his/her heirs will be notified.
4. The donor, or if deceased, his/her heirs, of any work to be deaccessioned will be notified in advance.
5. When a work of art by a living artist is deaccessioned, every reasonable effort and special care will be given to notifying the artist, in advance of action by the Agent(s). The same consideration will be accorded to heirs and estate trustees who retain interest in such works. The deaccession of works by living artists will take place in such a manner that it will not impugn the reputation of the artist or their body of work.
6. No member of the BOE, WAAC, Agent(s) or staff member of the Town or Schools, may acquire directly or indirectly a work deaccessioned, or otherwise benefit from its sale or trade.
7. Documentation of deaccessioned objects shall be kept separately from accession files by the Agent, and shall include the full object record and photograph, written recommendation Agent, with reasons for the deaccession, minutes of the official meetings recording the approval for the deaccession, advice of legal counsel (if applicable) and means of disposal with date.

C. Authority for Deaccessioning

The Town Curator and Agent(s) shall make any and all recommendations to respective trustee for individual works of art, or parts of the Collections, to be disposed from the Collections in accordance with the process described below.

Objects considered for deaccession for the Collections shall be reviewed by the Town Curator, the Agent(s) and then by WAAC. A written recommendation from the Agent(s) for the proposed gift or purchase shall be submitted to:

- WSPAC: Superintendent of Schools, or his/her designated Agent, for presentation to the BOE review and approval; then to the Town, acting through the BOS.
- Town of Westport Art Collection: Upon the written recommendation of the WAAC to the First Selectman, for presentation to the BOS for review and approval.
- WPA: no works may be deaccessioned. "The General Services Administration's (GSA) Fine Arts Program Office and the Office of the Inspector General (OIG) work together to locate, identify and recover lost portable works of art produced by artists through the New Deal era federal art programs of the 1930s through the mid 1940s. When a New Deal artwork is offered for sale and/or is suspected to be federal property, the OIG is notified. The notification can be made by anyone, including, but not limited to, the Fine Arts Program, a private individual, a museum staff member, art dealer, appraiser or lawyer. The possessor is requested to maintain care and possession of the artwork until research about title is complete. If the artwork is determined to

be federal property, the GSA works with the possessor to return the work of art to federal custody, with the ultimate goal of having the artwork loaned to a qualifying institution.”

A **Deaccession Form** shall be completed by Agent(s) for each proposed object to be deaccessioned, and signed by the Town Curator.

After approval by the Agent and WAAC, the Deaccession Form shall be signed by the governing authority, who will then present the deaccession recommendation to the BOE, then BOS for ratification. Upon approval, the object shall be provisionally deaccessioned. The Secretary of the BOS shall indicate the decision on the Deaccession Form.

D. Disposal Procedures

1. Original artworks will be disposed of in a manner most suitable to the individual item and circumstances, and in an open and transparent process, and adhere to all local, state, federal, and tax laws.
2. Donation of the artwork to another public nonprofit institution that will carry out the donor’s wishes for display or for teaching use of the object is the preferred method of disposal. The Agent(s) may also exchange a deaccessioned object with a museum, library, or educational or cultural institution, provided that the institution intends to use the item to further its mission.
3. Public auction is the alternate preferred method, should no non-profit beneficiary for the works be identified. Consideration may also be given to other methods that might yield a greater monetary return.
4. When items have deteriorated beyond repair, are infested beyond control of an exterminator, or are composed of dangerous materials, and when suitable, after reasonable offers have been made to donate materials to other institutions, they may be destroyed.
5. Deaccessioned objects shall be itemized in the Agent’s Annual Report on the Collection.

IX. DOCUMENTATION AND RECORD KEEPING

Documentation captures an object’s condition, history, use and value. It is how the Agent(s) maintains physical and intellectual control over the Collection. Without documentation, an object has no identity. The Agent(s) must therefore be diligent in creating legible and comprehensive documentation and in managing those records.

The following records are maintained:

A. Temporary Custody Form

Any object left in the temporary care of the Agent(s) for acquisition consideration must be acknowledged with a **Temporary Custody Receipt**. A copy of the completed form is given to the potential donor; the original is kept with the object(s).

B. Transfer of Title Documents

1. Gift Agreement Form/Deed of Gift
2. Bill of Sale
3. Negotiations regarding bequests
4. Exchange agreements
5. Records related to deaccessioned objects.

C. Registration and Documentation Records

The Agent(s) shall maintain, manage, and make available to authorized persons all original documents regarding accessioned objects and objects on short- or long-term loan, accession and catalog records containing research material, condition assessments, storage location, and provenance pertaining to Collection objects.

The primary purpose of registration records is to maintain control and management of collections documentation. Therefore, registration records should provide the following information:

1. Identifying description of each object.
2. Accession number.
3. Legal status of the object (temporary custody, loan, ownership)
4. Method of acquisition and donor/vendor identification.
5. Acquisition date establishing legal status.
6. Provenance, history, date, condition.
7. Storage and exhibition location.
8. Credit line at time of acquisition.
9. Research related to the object.
10. Conservation documentation.

D. Loan Agreements

An **Incoming Loan Agreement** form and **Outgoing Loan Agreement** form shall be used to contract and delineate the conditions covering the temporary transfer of collection objects. then signed and countersigned by the authorized parties representing the lender and borrower

Any collection object(s) which leave the site for conservation, framing loan, or other purpose shall have their new locations tracked in the collection inventory records.

E. Donor Records

All records pertaining to Donors and or Agents of the Donor or Institution will be maintained with acquisition materials and accompany all registration documentation.

F. Appraisal Records

All information pertaining to any appraisal conducted shall be attached to the collection record in the collections database and shared with the Town and Schools and insurance provider.

G. Inventory Records

Periodic inventories of the collections shall be made every two years, indicating the current location and condition of each object.

H. Photographic Records

Photographs of all collection objects will be maintained for research, condition, and identification reference. Photographs will be attached to the collection record in the collections database.

I. Privacy of Records

The following items of information are considered privileged and shall not be made public except to those persons with a right to know as approved by the First Selectman and Superintendent of Schools, upon written recommendation of the Agent and/ or Curator:

1. Names of anonymous donors, lenders, or prior holders.
2. Mailing addresses of donors, lenders, or prior holders.
3. Location of objects not on public display..
4. Object purchase price, insurance valuation, appraised value, or similar assessment of value.

X. CARE AND PRESERVATION OF COLLECTIONS

There are many factors that affect the quality of care for collections. The Agent(s) must properly preserve and care for Collections held in the public trust. To protect the Collections from deterioration, the Agent(s) is encouraged to address the following: storage, temperature and relative humidity, conservation, handling of objects, disaster planning and location inventories.

The Collection shall be considered school and town property, and each school and municipal building shall secure the safety of the artwork in the Collection on view or stored at each respective school and shall reasonably regulate student, teacher, staff, and public access to those works in the same manner as other school property.

Provisions are to be made by the Agent(s), with the cooperation of the Schools and Town, for the Protection of Collections from fire, theft, vandalism, natural disasters, and damage in transit are pursuant to the insurance policies of the Town of Westport, Westport Public Schools, and the Agent(s) cooperation and understanding of said policies.

Prior to any refurbishing of school or town buildings (painting, floors, ceiling work, et al) that might damage or put artwork at risk, the school or facilities administrator is to contact the Agent(s) in writing, by email or via the **Art Relocation Request Form** within ten days of said refurbishing, providing a date,

time and place of such work on the **Art Relocation Request Form**. The Agent(s) will make arrangements with the Principal/Dept Director of Head Custodian, or School Facilities Director to move the respective art, and request, when needed, a work order for additional Facilities assistance.

A. Conservation Measures

The Curator and Agent(s) bears direct responsibility for the care of the Collections, initiating all conservation procedures performed by an outside facility. Treatment of objects will be carried out only as necessary and must respect their historic and artistic integrity. The Curator must be consulted about any conservation treatment, cleaning, repair, or other work affecting the collections. All such work must be undertaken with the supervision and approval of the Curator.

B. Outside Contract Work

The Agent(s) may commission outside professional conservators to perform any necessary treatments, off site or in the building (pursuant to current town and School policies and procedures) and in accordance with ethical standards established by the American Institute for Conservation of Historic and Artistic Works.

All treatments will be fully documented, and if significant original materials are removed, they will be preserved as part of the object record. Conservation Reports must be completed for any conservation or cleaning of an artifact and the Agent(s) will maintain all appropriate records.

C. Disaster Plan

TBD: The Agent(s), in consultation with the Superintendent of Schools and Selectman's Office shall develop, implement, and periodically review a Disaster Response Plan.

D. Monitoring

The Agent(s), with the Schools and Town, shall strive to preserve the safety and physical integrity of the objects in the Collection under its control. The Agent(s) is responsible for monitoring the collections on display in public and office areas.

School and Town Administrators, Teachers, Staff and PTA reps, including ArtSmart reps, shall contact the Agent(s) via the **Damage Report/Relocation Request Form** email, westpac@westport.k12.ct.us to report:

- *Damage to artwork or other concerns*
- *Missing artwork*
- *Artwork needs relocation due to facilities work*
- *Artwork needs rehangng for safety*
- *Artwork needs relocation due to an Event*

1. If the Agent(s) or a staff member believes any object is missing, the Curator and Agent(s) chair is to be contacted immediately. If the object is not located after a prompt and reasonable search, the Agent(s)

will inform the Westport Arts Advisory and the Superintendent of School and Selectman and notify the police, if required.

2. In the event of loss, theft or damage of artwork(s) in the Collections, an appropriate school or Town designee shall notify Agent(s) by executing and transferring the **Damage Report Form** to Agent(s). The loss of, or damage to an artwork(s) shall be immediately documented by the Agent(s).

E. Safety

The safety of staff, students, volunteers, and the public takes precedence over the Schools and Town properties, including its Collections.

XI. Storage and Display of Collections

A. Collection Storage

1. When not on view to the public, Collection items shall be stored in a secure, locked location. The designated storage site shall not be used for any other purpose.
2. Access to the storage rooms shall be limited to the Town Curator, designated volunteers under the Agent(s)' supervision, and designated Town and School Administration and Facilities Directors, with the Agent's and Town Curator's knowledge.
3. Storage locations shall be monitored regularly by the Agent(s).

B. Collections on Display

1. Collections on display shall be monitored regularly by the Agent(s)' site reps.
2. Collection objects may not be touched or moved without the Agent's knowledge or permission.
3. Staff and volunteers shall report any signs of damage to the Agent immediately.
3. Care shall be taken when facilities/custodial work (replacing lightbulbs or cleaning) near collection objects.

C. Environmental Controls

Collection objects shall be protected as best as possible from contact with corrosive support materials through the use of acid-free barriers, and suitably light levels and lack of direct sunlight to avoid damage to collections.

XII. ACCESS TO COLLECTIONS

A. Access

The Agent(s) shall facilitate and coordinate reasonable access to the Collection for teachers, students, and the public, and shall:

- Distribute and display the Collection throughout the schools and town buildings so that students and the community may experience original art as an integral and important part of their educational environment;
- Provide Westport students, schools and community scholarly and public access to the Collection through educational programs, websites and exhibitions, as may be conducted pursuant to Westport Board of Education policies and procedures.
- Use original art to increase the effectiveness of teaching in the curriculum.

B. Retrieval and Use

1. School and Town Administrators, Teachers, Staff and PTA reps, including ArtSmart reps, shall contact WestPAC via the **Artwork Display Request Form**, or via email, westpac@westport.k12.ct.us , within a timely manner to request artwork, digital images or object and research records to support classroom and student projects and other educational uses of the Collections.

2. To meet this request, the Agent(s) shall communicate in writing by email with the principal and head custodian for school buildings or with the Selectman's Office, and/or Town Department Directors, for municipal buildings, in advance of artwork being removed from display, transferred to a new site to support such uses. These artwork shall be retrieved and handled by a volunteer designated and trained by the Agent(s) and Curator.

3. Any collection object(s) Artwork leaving a building premises to be transferred between schools and municipal buildings for this purpose, shall be accompanied by a **Display/Relocation Approval Form** approved by the Agent(s). A record shall be kept in the collections database of the location and movement of Collection objects.

4. When artwork is temporarily taken off display for specific short term reason, a card shall be be put in place where it hung, with a notice that the artwork is temporarily removed.

C. Rights & Reproduction

The trustees of the Collections, and their designated Agent(s) shall manage and administer the intellectual property rights, including copyrights, trademarks and reproduction rights connected to each work of art and artist in the Collection. Artworks may be reproduced in print and in online scholarly, school or collection catalogs and publications in compliance with federal law and the laws of the State of Connecticut, with fees or monies received from rights and reproduction permissions used for the benefit of the Collections and its goals.

Images and texts may be reproduced without prior permission only for purposes of temporary use, private study, scholarship, or research. Those using these images and texts assume all responsibility for questions of copyright and privacy that may arise.

1. Copyrighted and Public Domain Images

Not every work of art in the Collections is in the public domain, nor is every image on the WestPAC online site free of restrictions. WestPAC is mindful of its responsibilities concerning the intellectual property rights of others, and WestPAC works to protect images of objects that are believed to be under copyright, to have content protected under rights of publicity or privacy, or to have other restrictions imposed by contract or policy.

The copyright of a work of art itself is distinct from any rights of the photograph/digital image depicting the work (where applicable) and may be held by individuals or entities other than WestPAC. For example, the copyright of a work of art may be held or managed by the artist or the artist's heirs or representative(s), not by WestPAC.

WestPAC makes available for download presentation sized images of artwork . In spite of one's best efforts, it may be difficult or impossible to locate the owner of copyright in a work. This may be because the work is anonymous, the company that owned copyright is defunct, it is impossible to trace copyright through multiple bequests and transmissions, or because the copyright owner's identity is known but the owner or the owner's representative cannot be located.

Thumbnail-sized images of copyrighted works are displayed under fair use. As a service to the public and the scholarly community, WestPAC may make larger images of copyrighted works available in the online collection catalogue with permission of the copyright holder. If you wish to use such images outside the online catalogue, the requestor must seek permission from the copyright holder.

Two commonly used rights-management agencies:

ARS Artist Rights Society

<http://www.arsny.com>

VAGA Visual Artists and Galleries Association

<http://vagarights.com>

2. When researchers publish or make scholarly use of the Collections, or of research and cataloging materials provided by the Curator or Agent(s), they shall be expected to observe conventions of credit in acknowledgments and footnotes.

3. The **Rights and Reproduction Form** must be completed in advance for any use other than personal study or fair use as defined by United States copyright law (Title 17, U.S. Code). Researchers shall be informed of any restrictions on use or publication of work of art from the Collections and shall sign the the form indicating their understanding of the restrictions. It is also their responsibility to verify or accept any rights information provided as well as to obtain any additional permission or clearances that may be required for works protected by copyright.

4. General fees per image shall be: **Rental Fee** \$50 per jpg and a **Licensing Fee** of \$250; Fees may be determined on a case by case basis, payable to Town of Westport (Arts Advisory Committee); fees may be waived upon request for scholarly or in school use.

XIII. INSURANCE

The Town of Westport and Westport Board of Education, acting through its Superintendent or his/her designee, will facilitate an up-to-date inventory, executed and maintained by the Agent(s) every two years, and will manage a fine arts policy and update insurance records for the Collections. All artwork documented in the Collections by the Agent(s) are to be insured by the policy maintained and budgeted by the Town of Westport, Westport Public Schools, or self-insured. Any artwork from the Collections loaned to third parties will be insured by the “borrower” for the duration of the loan period.

In concert with the Town and Westport Schools, the Agent(s) will help ensure that the collection is properly valued, and coordinate insurance valuations, when needed, and update recorded values accordingly in the database and reporting to the Town and Westport Public Schools. The Town’s Finance Office and Westport Public Schools Business Office are responsible for keeping the insurance broker apprised of changes and revisions and reviewing and approving policy coverage as needed. The full insurance policies are kept in the Town’s Finance department and Westport Schools Business Office.

XIV Appendix

A. *Glossary of Terms*

Accessioning is the process used to accept an object into the Collection.

Accession number is a unique number assigned to a collection or, in some cases, an object for purposes of identification, not description.

Agent(s) is the appointed by the Town of Westport and the Board of Education to diligently care for the artwork in the Collections, and to display the artwork throughout the public school and municipal buildings of Westport for visual enrichment, and educational support and classroom initiatives. Accordingly, the Agent(s) shall be responsible for, among other things, collections management; exhibitions and programs to enhance education and public interest in the Collection; donor cultivation; recommendations for all acquisitions and deaccessioning, incoming and outgoing loans; and the intellectual property rights, including rights and reproductions.

The Westport Public Art Collections Committee, as a subcommittee of the Westport Arts Advisory Committee, was designated “Agent” to serve in this capacity of Steward. This was, effective July 1, 2016 through June 30, 2019, by the First Selectman, Westport Public School Superintendent of Schools and Board of Education by the joint Memo of Understanding of June 30 2016 and the Board of Education’s appointment on May 23 2016.

Catalog record contains a descriptive summary of an item or a set of records. The summary commonly contains information such as record storage location, author, title, history and contents.

Documentation Records document the creation, history, acquisition by the Agent(s) and subsequent history of all objects in a Collection. Such records include provenance and provenience documents, acquisition documents, conservation reports, cataloging records, images and research papers both created by the holding institution and by previous owners or independent researchers, etc.

Collection Policy guides policies and procedures for managing acquisitions, deaccessions, incoming and outgoing loans, etc.

Collections management is the management and care of collections with concern for their long-term physical well being and safety. Includes issues of conservation, access and use and inventory, as well as management of the overall composition of the collection(s) in relation to the repository's mission and goals.

Condition report is An accurate, descriptive report of an object's or document's state of preservation at a moment in time. Assists in planning for conservation treatment

Conservation are measures taken to prolong the life of an object or document and its physical, historic and scientific integrity as long as possible in its original form. May involve chemical stabilization or physical strengthening. Treatments should be fully tested, reviewed and recorded by professional conservators.

Conservator is a person trained in the theoretical and practical aspects of preventive conservation and in performing treatments to prolong the lives of objects and documents. Often specializes in a particular class of objects or materials

Copyright is the legal recognition of special intellectual property rights, distinct from the right of possession, that a creator may have for their work. Copyright exists for original works in tangible media and covers the rights to reproduce, adapt, distribute, perform or display the work.

Curation is, according to the National Park Service, the process of "managing and preserving a collection according to professional museum and archival practices."

Curator is a trained professional who is usually responsible for the care, exhibition, research and enhancement of repository collections. Specific duties vary between repositories

Custody Item refers to objects in custody are collections that are found, abandoned or unclaimed. And have an unclear title. It can also refer to an object that is not part by the Collections, but is left temporarily in the custody of the Agent(s) under circumstances constituting a loan, or for attribution, identification, examination or for consideration of accession.

Deaccessioning is the legal process used to permanently remove an object from the Collection. Requires full documentation of the process

Deed of Gift is a contract that transfers ownership of an object or objects from a donor to WestPAC collection and trustees.

Disposal is the process through which deaccessioned material is permanently removed from the collection

Exchange is when an item was acquired by transfer from another collection, or by exchanging an item from our Collection with an item from another collection.

Gift is a donated object to the Collection. A letter to the donor acknowledging the gift, a letter from the donor clearly stating that the item is a gift, or a Gift Agreement form should be on file.

Incoming Loan is an object borrowed by an institution. It is an incoming loan from the perspective of the borrowing institution; such a loan could be an outgoing loan to the lending institution.

Inventory is an itemized listing of objects in a repository. It may also be the process of physically locating objects through several different types of inventory: complete, sectional and spot.

Loan Agreement is a contract between a lender and a borrower. It specifies what is to be lent, the conditions of loan and the respective responsibilities of each party. A covering letter may also be issued with the agreement which draws attention to particularly important conditions of loan.

Outgoing Loan: An object loaned by one collection or museum to another institution. It is an outgoing loan from the perspective of the lending institution; such a loan would be an incoming loan to the borrowing institution.

Provenance: The background and history of ownership for an object or records. Generally used for works of art, historical objects and archival records.

Purchase is an object was purchased by the Agent(s), Schools or Town. A bill of sale or other form of receipt should be on file.

Repair refers to various treatment techniques that restore structural stability and/or visual continuity to a damaged support or media

Risk management is the planning and use of available resources to minimize overall risk to collections. Involves identifying risks identifying strategies to eliminate or manage risks, and setting priorities for risk elimination and management. In repositories, this involves measures for insurance, security, fire control, pests and disaster planning

Stabilization refers to minimal treatment procedures intended to maintain the integrity of an object and to minimize deterioration

Transportation is the act of shipping, conveying, carrying, or transporting artwork

B. Governing Documents:

1. BOE Policy P6161.13: Instruction Permanent Art Collection
2. WSPAC: BOE Policy P3280 on Gifts, Grants and Bequests
3. Town: Policy for Gifts to Town (Approved 7/15/98; Amended 10/28/98; Revised 11/12/14)
4. Memo of Understanding and Designation of WestPAC

C. Forms:

Outgoing Loan Agreement

Incoming Loan Agreement

Loan Condition Report

Donation Proposal Form

Temporary Custody Receipt

Deed of Gift Form

Letter of Acceptance--samples

Deaccession Form

Artwork Display Request Form

Art Relocation Request/Damage Report Form

Art Display/Relocation Approval Form

Rights and Reproduction Form

D. Resources--to come

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WestPAC Art Relocating? or Damaged?

QUESTIONS

RESPONSES 2

Section 1 of 5



WestPAC Art Relocating? Or Damaged?

The WSPAC Committee is the steward of the Westport Public Art Collections and our members serve as reps at school and municipal buildings. We "keep an eye out" for the Collection, but also need rely of the help of people like you, who enjoy the art on a daily basis, to notify us with concerns or needs.

School and Town Administrators, Teachers and Staff, and PTA Officers, please complete this form to:

- *Request Artwork Be Relocated due to:
 - Facilities Work (painting, construction, et al)
 - Space or Event Needs

*Report Damage to Art

The WestPAC Committee prefers to deinstall all artwork and/or make arrangements with the Main Offices and Facilities Dept. to move and store the art, rather than teachers or other staff members.

In case of an EMERGENCY, please contact you site's Main Office and WestPAC by email, with photos: westpac@westport.k12.ct.us

Email address *

Valid email address

This form is collecting email addresses. [Change settings](#)

Your Name:



Short answer text

Your Position and Site Affiliation: *

Short answer text



Short answer text

Phone *

Short answer text

After section 1 **Continue to next section**

Section 2 of 5



What do you need? What are you reporting?

Description (optional)

Please tell us what are you reporting? *

- Damaged artwork
- Missing artwork
- Artwork to be taken down and off site due to work in building
- Artwork to be moved within the building
- Artwork to be taken down due to an event in building
- Artwork to be taken down to change installation
- Other...

Please describe respective work(s) of art, and provide ID number on yellow sticker adhered to back, if possible: *

Long answer text

If damaged, please describe:

Long answer text

If facilities work, please describe:

Long answer text

If an event, please describe:

PTA ArtSmart Museum Nite

PTA Social

Other...

Why do you think an artwork is missing? Describe events or details leading to this concern:

Long answer text

After section 2 **Continue to next section** ▼

Section 3 of 5



Artwork's Location

Please be as specific as possible

Where is the artwork currently located? *

Staples High School

- Coleytown MS
- Coleytown ES
- Long Lots ES
- Greens Farms ES
- Saugatuck ES
- Kings Highway ES
- WPS Tech Center
- WSP Central Office, Town Hall
- Town of Westport Offices, Town Hall
- Senior Center
- Central Fire Dept.
- Park & Recreation Office
- Other...

Please give specific location (dept., floor and/or room #)

Long answer text

After section 3 **Continue to next section**

Section 4 of 5



Schedule

Please request art to be moved-- no less than 2 weeks in advance--of your project needs. If taking place over Summer or School Year Breaks, please notify as soon as you know schedule and at least 4 weeks in advance.

Is this a time sensitive request? *

Yes

No


Maybe

Other...

If time critical, when do you need the artwork moved by?

Month, day, year 

When will the project/event be over and artwork be re-installed?

Month, day, year 

After section 4 [Continue to next section](#) 

Section 5 of 5 



THANK YOU!

WestPAC relies of the help of people like you, who enjoy the art on a daily basis, to notify us with concerns or needs.

Image title

westport public art collections a museum without walls

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QUESTIONS

RESPONSES 1

Section 1 of 4



WestPAC Artwork Display and Use Request

The WestPAC Committee is the steward of the Westport Public Art Collections. Our members serve as reps at our school and municipal buildings to install individual and rotating exhibits of works of art, and help support teachers' classroom projects and administrators' requests.

Please Complete this form to Request Artwork to:

*Display in classrooms, offices, meeting rooms, or hallways

*Support classroom and student curriculum based projects

*Present in PTA ArtSmart Projects

We will be in touch to discuss and make plans for your request to be fulfilled in a timely manner.

To SEARCH WestPAC Collections, visit: <https://collections.westport.k12.ct.us/collections/browse>

To LEARN more about WestPAC, visit our website: <http://www.westport.k12.ct.us/community/westport-public-art-collections>.

Feel free to contact us with questions, comments or specific needs by email: westpac@westport.k12.ct.us

Email address *

Valid email address

This form is collecting email addresses. [Change settings](#)

Your Name

*

Short answer text

Your Position and/or Role *

Short answer text

Short answer text



Phone number *

Short answer text

Westport Public School affiliation *

- Staples High School
- Bedford Middle School
- Coleytown Middle School
- Coleytown ES
- Long Lots ES
- Saugatuck ES
- Kings Highway ES
- Green Farms ES
- Central School Distric Offices, Town Hall
- Technology Center
- PTA
- N/A
- Other...

Westport Public School teachers, please provide Grade level

Short answer text

- Town Hall
- Senior Center
- Central Fire Station
- Parks & Recreation
- N/A
- Other...

If Town employee, please provide Dept. and Room #

Long answer text

After section 1 **Continue to next section** ▼

Section 2 of 4



ArtWork Request

To SEARCH the WestPAC Collections, visit: <https://collections.westport.k12.ct.us/collections/browse>

Please describe how we may assist you, and list which specific works or art, or what type of works, or subject matter, that you are looking for to:

- *Display in your classrooms, offices, meeting rooms, or hallways
- *Support your classroom and student curriculum based projects
- *Present in PTA ArtSmart Projects

What is the purpose of you request?

- Classroom Project
- Student Exhibit

- Decoration
- PTA ARTSMART Project
- PTA ARTSMART Museum Night
- Other...

Do you need original works of art?

- Yes
- No
- Maybe

Do you need .jpgs of the works of art?

- Yes
- No
- Maybe

List specific artwork(s) being requested: Paste LINK from WestPAC online database, or list ARTIST, TITLE and ID no. To SEARCH Collections, visit:
<https://collections.westport.k12.ct.us/collections/browse>

Long answer text

Or, describe what type of work(s) of art, or subject matter, that are you are looking for or need?

Long answer text

After section 2 **Continue to next section** ▼




Schedule

Please request art in advance, no less than 2 weeks, of your project needs.

Is this a time sensitive need? *

- Yes
- No
- Maybe

When do you need the artwork hung or brought to your site?

Month, day, year 

How long will you need it?

Short answer text

After section 3 **Continue to next section**



Other ideas?

Also please free to contact us with general questions, comments or ideas by email: westpac@westport.k12.ct.us

Do you have a new project or exhibit idea?

No

Maybe

Other..

If so, please describe:

Long answer text

How can WestPAC help?

Long answer text

Any comments, or questions?

Long answer text

THANK YOU

westport public art collections

a museum without walls

OUTGOING LOAN AGREEMENT FORM

The undersigned (borrower) hereby borrows from the Westport Public Art Collections the objects described herein for the purposes specified and subject to the Conditions Governing Outgoing Loans presented on this form. Please fill in all necessary information, make any corrections or additions directly on the form and sign and date the form. Keep one copy for your records and return the other to WestPAC.

BORROWER

Borrower's name:

Institution:

Address:

City:

State:

Zip:

Phone:

Email:

Contact name (if different from borrower):

LOAN DETAILS

Purpose of Loan:

Loan Start Date:

Loan End Date:

Exhibition Title (if applicable):

Exhibition Dates:

INSURANCE (please see details in *Conditions Governing Outgoing Loans*)

_____ To be carried by Borrower

_____ To be carried by WestPAC

PACKING

Outgoing Object(s) will be packed by _____ Borrower _____ Lender _____ Third Party Vendor

Returning Object(s) will be packed by _____ Borrower _____ Lender _____ Third Party Vendor

Vendor:

TRANSPORT

Outgoing Object(s) will be delivered to:

on (date):

by/via:

Returning Object(s) will be delivered to: Westport Public Art Collections (date and location to be determined)

by/via:

Additional transport details:

ITEMS TO BE BORROWED (*attach additional sheet if needed*)

Database/Acc. # & Collection Description of Object & Photograph Insurance \$ Value

ADDITIONAL INFORMATION

Special requirements for handling or installation:

Credit Line: Lent courtesy of Westport Public Art Collections, Town of Westport, CT

Additional Credit Line:

AUTHORIZED SIGNATURES

I have read and agree to the conditions of this agreement. I certify that I have full authority to enter into this agreement if acting as an agent of an organization.

Borrower's Signature:

Date:

Print Name:

Title:

For WestPAC:

Date:

Print Name:

Title:

CONDITIONS GOVERNING OUTGOING LOANS*Care and Handling*

1. Objects borrowed shall be given special care at all times to insure against loss, damage, or deterioration. The Borrower agrees to meet special requirements for installation and handling as noted on the Outgoing Loan Agreement Form; if no special requirements are stated, standard protocols for art handling, installation, and exhibition are to be followed to ensure the security, preservation, and integrity of the object(s). Furthermore, WestPAC may require an inspection and approval of the actual installation by a member of its staff as a condition of the loan at the expense of the Borrower. Objects must be handled only by experienced personnel and be secured from damage and theft by appropriate brackets, railings, display cases, or other responsible means.
2. Upon receipt and prior to return of the object(s), the borrower must make a written record of condition. WestPAC is to be notified immediately, followed by a full report, including photographs, if damage or loss is discovered at any time while the object(s) is/are in the Borrower's care.
3. No object may be altered, cleaned, or repaired without the written permission of WestPAC.
4. The object(s) must be maintained in a building equipped to protect objects from fire, smoke, and flood damage; under 24-hour physical and/or electronic survey; and protected from extreme temperatures and humidity, excessive light or vibration, insects, vermin, dirt, fumes, or other environmental hazards.

Insurance

5. Objects shall be insured during the period of this loan for the value stated on the Outgoing Loan Agreement Form under an all-risk, wall-to-wall policy subject to the following standard exclusions: gradual deterioration, inherent vice, hostile or warlike action, insurrection, rebellion, nuclear reaction, nuclear radiation, or radioactive contamination.
6. If insurance is to be carried by the Borrower, WestPAC must be furnished with a Certificate of Insurance, or a copy of the policy made out in favor of WestPAC, prior to shipment/delivery of the object(s). The WestPAC Curator must be notified in writing at least 20 days prior to any cancellation or meaningful change in the Borrower's policy. Any lapse(s) in coverage, any failure to secure insurance, and/or any inaction by the Lender regarding notice will not release the Borrower from liability for loss or damage.
7. Insurance values may be reviewed periodically; WestPAC reserves the right to request that the Borrower increase coverage, if reasonably justified. In the event of loss or damage, the Borrower's maximum liability will be limited to the insurance value then in effect.
8. If insurance is waived, the Borrower agrees to indemnify WestPAC for any and all loss or damage to the object(s) occurring during the course of the loan, except for loss or damage resulting from gradual deterioration, inherent vice, war, and nuclear risk.

Changes to Loan Period

9. An extension of the loan period must be approved in writing by the WestPAC Curator or his/her designate and covered by parallel extension of insurance.
10. WestPAC reserves the right to recall objects from loan on short notice, if necessary, if there is a concern regarding security or condition of the object, or if there is a change in the WestPAC's exhibition priorities.
11. WestPAC reserves the right to cancel this loan for good cause at any time and will make every effort to give reasonable notice thereof.
12. Objects on loan may not be released for secondary loan without written request and authorization. The agent(s) reserves the right to withdraw outgoing loans from the borrower.

Packing and Transportation

13. Packing and transportation shall be by safe methods approved in advance by WestPAC. Unpacking and repacking must be done by experienced personnel under competent supervision. Any additional instructions provided by WestPAC must be followed.

14. Repacking must be done with the same or similar material and boxes; and by the same methods as the objects were received. Archival boxes or any other archival materials provided by WestPAC must be returned in the same condition, or replaced with equivalent materials if damaged or lost.

Costs

15. Unless otherwise noted, all costs of packing, transportation, customs, insurance, and other loan related costs shall be borne by the Borrower.

Reproduction and Credit

16. While on display, each object shall be credited to Westport Public Art Collections in the label copy or exhibit guide.

17. The Borrower may photograph the object(s) for normal publicity purposes; digitized images to be posted on the internet must be watermarked. Images provided to the media must include the credit line provided on the Outgoing Loan Agreement Form. If the Borrower wishes to use images for any other purpose, written permission must be granted in advance by WestPAC, and the Borrower should request WestPAC's Rights & Reproductions form and Fee Schedule. Depending on the use of the images, fees may be applicable, or they may be waived at the discretion of WestPAC.

18. Unless otherwise stipulated in writing by WestPAC, the Borrower's visiting public may not be permitted to photograph the object(s) on loan.

Interpretation of Loan Material

19. The primary interpretation (time period, provenance, use, etc.) of the loaned object(s) must be in accordance with the information provided by WestPAC. If the Borrower disagrees with the information provided by WestPAC, he/she must consult with WestPAC's Curator, and the two must come to an agreement on the appropriate interpretation to be used.

Donation INTAKE Form

Date of Custody:

Accepted by (name):

Database No:

Current Location:

Donor Name:

Address:

Phone:

Email:

Credit Line:

Artist (b-d dates):

Title:

Medium (be specific):

Dimensions (h x w x d inches):

Image:

Sheet:

Canvas:

Frame:

Signature (inscription and location):

Date:

Provenance (History of Ownership):

Exhibition/Publication History or other known information:

Value (as provided by donor):

Incoming Condition:

Notes:

Photographed: Yes

No

Recommended for Collection: WestPAC TOWN No Date:

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TEMPORARY CUSTODY FORM

This is to acknowledge receipt of the donated items listed below by Westport Public Art Collections Committee:

Donor Name:

Date:

Address:

Phone:

Email:

The items listed below are left in the custody of WestPAC to be considered as (please check one):

Unconditional donation. WestPAC reserves right to keep, lend, or otherwise dispose of donated material.

Considered for accession only. Objects are to be reviewed for possible accession to WestPAC Collections.

Other:

Disposition if not accepted for accession (please check one):

Donor will pick up

Please dispose or destroy

May be sold to benefit WestPAC
or Friends of WestPAC

Artist (b-d dates):

Title:

Medium (be specific):

Date:

Dimensions (h x w x d inches), where applicable:

Image/plate:

Sheet:

Canvas:

Frame:

Signature/Date (inscription and location):

Value (as provided by donor):

Provenance (History of Ownership):

Exhibition/Publication History or other known information:

Incoming Condition & Notes:

Photographed: Yes No

Recommended for Accessioning:

WSPAC Yes___ No___ **TOWN** Yes___ No___

Date:

Temporary Database No:

Current Location:

TEMPORARY CUSTODY FORM

The objects listed on the front of this form are left in the temporary custody of the WestPAC as a favor to the owner, and on the initiative of the owner. Any opinion offered to the owner regarding the objects is for personal information and it may not be used with any commercial transaction.

WestPAC personnel cannot make statements regarding the monetary value of an object, nor are they or the Town or Westport Board of Education or Westport Public Schools liable for statements concerning the authenticity or identity of the object.

WestPAC personnel will give the objects left in its custody the same care provided similar objects of its own, but it assumes no additional responsibilities or liabilities in regard to such objects. Insurance for objects left in custody will be carried by the owner. This receipt shall constitute a release and waiver of WestPAC, its committee members, officers, and agents from any liability in connection with the objects while in temporary custody or in transit, except for clearly negligent conduct.

It is the responsibility of the owner to notify WestPAC of any change of address while objects are in temporary custody. Any objects not claimed within 90 days of the expiration of this agreement may be disposed of at the discretion of WestPAC.

I agree to the above terms and conditions.

Signature of Owner

Date

Received for WestPAC by:

Signature

Date

Owner notified to pick up objects (date):

Objects returned to owner:

Received by:

Signature

Date

DEED OF GIFT FORM

I/We hereby transfer and deliver the following objects to the the Westport Public Art Collections (WSPAC/Town) for its full use and benefit without restrictions as to use or disposition. All items listed below will be maintained according to the Collections Management Guidelines.

Artist (b-d dates):

Title:

Medium (be specific):

Dimensions (h x w x d inches), where applicable:

Image/plate:

Sheet:

Canvas:

Frame:

Signature/Date (inscription and location):

Date:

Value (as provided by donor):

Provenance (History of Ownership):

The undersigned warrants the above property to be free from all liens and encumbrances and that the undersigned as power and authority to transfer the title and copyright to same. No goods or services were provided in exchange for this transfer.

Donor Name:

Phone:

Address:

Email:

Donor Signature:

Date:

May we publicly acknowledge your donation? yes___ no___

Credit Line:

The above gift is gratefully accepted to WestPAC (WSPAC/Town) by:

Signature

Date:

Name (please print)

Title

This page has been intentionally left blank.

Handing a Request and Move of Art

To ensure that artwork is carefully handled and its locations tracked, always follow these procedures.

1. A variety of people can request a location change of artwork:
 - School Administrators and Town Officials
 - Office Staff
 - Teachers
 - Building Reps (your own or another)
 - PTA Art Smart Volunteers
2. And for a variety of reasons:
 - Facilities Work (painting, construction, et al)
 - Classroom or Project Needs
 - Office Decoration
 - Hallway Displays
 - Space or Event Needs (i.e. ArtSmart Museum Night; SHS Founder's Day)
 - Loans
 - Safety, Damage or Repair
3. Sometimes, the request will come directly via Google forms housed on the WestPAC's WPS account:

"WestPAC Artwork Display and Use Request"

<https://goo.gl/forms/94jaeDkkvQjAj3Zz1>

"WestPAC Art Relocating? or Damaged? "

<https://goo.gl/forms/PA5a93ttjxJYHs072>

4. When this form is received, the WestPAC Co-chairs, or Town Curator, will contact the appropriate Site Rep to identify and locate the requested artwork, and to remove, transport and help hang, as needed, the work(s) at the requested location.
5. Before moving any requested art from a given location, the Site Rep is to contact, by email, the site's Principal, and/or Main Office and Head Custodian to plan your visit and to notify them of art being withdrawn from the building. Please plan the visit and work so not to disturb any classroom or meetings. Always cc westpac@westportps.org on all pertinent correspondence.

Westport Public Art Collection: Collection Management Guidelines
Sample Quick Guide A: Committee Site Representative

- Upon arrival at the site, the Rep will inform the Main office of the work you are undertaking, and present a copy of the WestPAC Art Relocation Approval Form, that the WestPAC chairs will provide. Also, follow all building security protocols.
 - Upon departure, please inform from the main office of your departure, with any artwork being removed.
 - If the art move is a temporary, such as for an ArtSmart project or curriculum support, the art must be stored in a secure, locked office when it is not in use. This is typically the principal's office, but check with the Main Office regarding what works best for your site.
6. To ensure that WestPAC Committee is aware of, and can track, the change on the database, please follow these steps:
- A. If the request is emailed directly to you, please complete the Google Forms above, as if you are the person (administrator, teacher, or ArtSmart volunteer) requesting the art.
 - B. Contact WestPAC Co-chairs or Town Curator at:
westpac@westportps.org
 - If you need help identifying the art on the Public database:
<https://collections.westportps.org/>
 - Or help locating and/or moving art.
 - C. If you need access to WestPAC Art Storage, Check out the Storage Key from WestPAC Chairs or Town Curator.
 - D. After moving any artwork(s), log on to "Trello" and go to the card titled "ART MOVES." Enter the date, artwork identifier and location information so that the database inventory will be updated.

For example:

9/19/17 #291 Dohanos, Landscape from SHS Art Storage closet to Town Hall Room Meeting Room #307.

9/19/2017; from Town Hall, #310 to KHS for ArtSmart project on December 5)
(If a temporary move, please note when this on Trello When the art will be returned to its prior location)

Please let us know if you have any questions! Thanks for your help!

Making a Request and Move of Art

WestPAC committee members are here to help support your display needed and the educational uses of the art collections. To ensure that the artwork is cared for, properly handled and its locations tracked, please follow these simple steps.

1. A variety of people can request a location change of artwork:
 - School Administrators and Town Officials
 - Office Staff
 - Teachers
 - Building Reps (your own or another)
 - PTA Art Smart Volunteers

2. And for a variety of reasons:
 - Facilities Work (painting, construction, et al)
 - Classroom or Project Needs
 - Office Decoration
 - Hallway Displays
 - Space or Event Needs (i.e. ArtSmart Museum Night; SHS Founder's Day)
 - Loans
 - Safety, Damage or Repair

3. Making a request is easy.
 - You can email the WestPAC committee at the email address below and your site rep, and outlining your need or request.

westpac@westportps.org

 - Or you may complete your request directly, using one of these Google forms housed on the WestPAC's WPS account:

"WestPAC Artwork Display and Use Request"
<https://goo.gl/forms/94JaeDkkvQjAj3Zz1>

"WestPAC Art Relocating? or Damaged? "
<https://goo.gl/forms/PA5a93ttjxJYHsO72>

4. When the form is received, the WestPAC Co-chairs, or Town Curator, will contact the appropriate WestPAC Site Rep to identify and locate the given artwork, and to remove, transport and help hang, as needed, the work(s) at the requested location.

Westport Public Art Collection: Collection Management Guidelines
Sample Quick Guide B: Administration Request for WestPAC Art

- Before moving any requested art from a given location, the Site Rep will contact, by email, the site's Principal, and/or Main Office and Head Custodian to plan their visit and to notify them of work being done. They will plan the visit and work so not to disturb any classroom or meetings, and will all building security protocols.
- Upon arrival at the site, the Rep will inform the Main Office of the work you are undertaking, and present a copy of the WestPAC Art Relocation Approval Form, that the WestPAC chairs will provide.
- Upon departure, the Rep will inform the Main Office of their departure, with any artwork being removed.
- If the art move is a temporary, such as for an ArtSmart project or curriculum support, the Rep will need to be provided with secure, locked location where the art can be stored when it is not in use. This is typically the Main office, but please let the Site Rep know what works best for your building.

Please let us know if you have any questions! Thanks for your help!

Friends of Westport Public Art Collections

Sources and Uses of Funds

July 1, 2016 - June 30, 2017

Beginning Bank Balance		\$ 18,172.47	
SOURCES			
	Art Calendar Sales (net)	5,183.97	
	Fundraising Event (net)	9,063.63	
	Print Sales (net)	538.55	
	PTA Contributions	2,450.00	
	Interest	11.60	
	TOTAL SOURCES	<u>17,247.75</u>	
USES			
	Dohanos Appraisals	725.00	
	Conservation-Curry Mural assess	200.00	
	Conservation-Horace Staples portrait	3,875.00	
	Conservation-Fogel "Sundance"	3,500.00	
	Collection Framing	2,703.05	
	Installation Supplies	<u>2,049.00</u>	
	Total Program Support	13,052.05	76%
	Solicitations	60.79	
	Set Up 501c3-Gov't fees	375.00	
	General Operations	214.80	
	Bank/Credit Card fees	209.53	
	IT	220.66	
	Total Operations	<u>1,080.78</u>	6%
	TOTAL USES	14,132.83	
	ANNUAL SURPLUS	3,114.92	
	FY 17-18 Calendar prepay	4,114.68	
Ending Bank Balance		\$ 25,402.07	