

## **Instruction**

### **Permanent Art Collection**

#### **OVERVIEW**

The Westport Schools Permanent Art Collection (hereinafter referred to as "WSPAC" or "Collection") is a collection of original works of art acquired primarily through gifts, mostly given by the artists themselves, or donated by heirs, private collectors and gallery owners, or purchased.

Founded in 1964, by Westport Public Schools educator Burt Chernow, the Collection was founded with the vision that original art be a daily part of the educational environment for students' cultural education. The Collection uses original works of art to inspire and educate Westport students, faculty, and the town and community of Westport.

#### **COMPOSITION**

The Collection, the corpus of charitable gifts entrusted to the Westport Board of Education (hereinafter referred to as "BOE"), is composed of original works of art including but not limited to paintings, watercolors, prints, illustrations, drawings, comics, photographs, sculptures, and wall murals. The artworks are intended to be a permanent part of the Collection due to their significance, visual integrity, and physical condition, and because they are essential to the collection's educational contributions and exhibition program. These works are assigned an accession number, are catalogued, with locations tracked, in the current inventory.

#### **OWNERSHIP**

The BOE is, has been, and shall continue to be the trustee and sole possessor of all artwork in the Collection, for the benefit of the children enrolled in the Westport Public Schools (hereinafter referred to as "WPS") and the larger Westport community, and the Collection will be held in trust for future generations' charitable and educational benefit. In accordance with the goals of the Collection, the BOE shall not permit the removal of the entire Collection or a substantial portion of the Collection from the WPS for permanent display elsewhere, nor shall it, for any purpose, divest the school system of the entire Collection, or a substantial portion of it by selling or giving the Collection to any individual, group or agency.

#### **WESTPORT BOARD OF EDUCATION RESPONSIBILITIES**

The BOE acknowledges and agrees that the Collection is held in trust for the charitable and educational benefit of current and future generations of Westport students and residents. As such, the BOE and its agent(s) will diligently care for the artwork in the Collection, and shall continue to display the artwork throughout the schools for visual enrichment, and for educational support and classroom initiatives.

The BOE shall ensure that Collection Management Guidelines will be put in place, either by the designated agent or otherwise, subject to the approval of the BOE. This document shall detail procedures for collection activity, such as: collection records and inventories; accession and de-accession; appraisals; risk management and insurance; care and conservation; access; display; loans; and intellectual property rights.

The BOE may allocate reasonable funds, when needed, for the Collection. The BOE may further offer available resources and expertise, when needed, to manage and support the continued care and use of the Collection. The Collection shall be considered school property, and each school shall secure the safety of the artwork from 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.

Acceptance of gifts of artwork(s), or funds for the purchase and care of artwork(s), shall be in accordance with the BOE policy ([P3280](#)) on Gifts, Grants and Bequests. No artwork shall be accepted into the Collection 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 BOE.

The BOE, acting through its Superintendent or his/her designee, will facilitate an up-to-date inventory, maintained by the agent(s) designated by the BOE, and will manage and update insurance records for the Collection. All artwork documented in the Collection are to be insured by the policy maintained and budgeted by the BOE, or

self-insured. Any artwork from the Collection loaned to third parties will be insured by the "borrower" for the duration of the loan period.

Artwork in the Collection shall be routinely displayed and rotated throughout the schools and the Town of Westport to fulfill the Collection's goals as stated in the Collection Management Guidelines and the Overview herein. Artwork may also be displayed in and on buildings owned by the Town of Westport, which are open to the public, on a long-term basis.

The BOE, as trustees of the Collection, and its 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 Collection and its goals.

## **STEWARDSHIP**

The BOE shall designate an agent(s) to maintain and manage the Collection in accordance with the Collection Management Guidelines. The agent(s) will be appointed for a term determined by the BOE upon the recommendation of the Superintendent of Schools, or his/her designee, provided that the BOE reserves the right to terminate the designation of an agent at any time.

In this role as stewards of the collection and in accordance with this BOE Policy and Collections Management Guidelines, the agent(s) shall diligently care for, develop, and preserve the art and oversee the growth and use of the Collection. In this regard, 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 de-accessioning, incoming and outgoing loans; and the intellectual property rights, including rights and reproductions.

The agent(s) shall make recommendations to the BOE and Superintendent of Schools on any and all acquisitions or gifts pursuant to the Collections Management Guidelines and based upon the object's visual integrity and suitable physical condition to be exhibited and educationally utilized. The agent(s) shall also make any and all recommendations to the BOE and Superintendent of Schools for individual works of art, or parts of the Collection, to be disposed from the Collection in accordance with the process described below.

The agent(s) will furnish an annual report of artworks in the Collection to the Superintendent of Schools and will help maintain the up-to-date inventory and insurance records for the Collection.

The agent(s) will account annually to the Superintendent of Schools, or his/her designee, and the BOE on the use of funds allocated by the BOE and/or donated for the Collection and its care and use.

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;

- Preserve the safety and physical integrity of the objects in the Collection under its control;

- 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 BOE policies and procedures.

- Use original art to increase the effectiveness of teaching in the curriculum.

The agent(s) shall administer any long-term and short-term loans from the Collection, including but not limited to, loans to museums or other public spaces, with notification to the Superintendent of Schools, or his/her designee, in advance of such lending. 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.

## **DISPOSAL AND DEACCESSION**

Works of art in the Collection may be disposed of if such disposition is recommended by the agent(s) and the Superintendent of Schools, or his/her designee, and approved by the BOE and the Town of Westport, acting

through the Board of Selectmen, and if such disposition enhances the value and quality of the Collection, 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 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 Collection, including purchasing other artwork(s) and maintaining and conserving the Collection.

Analysis of any artwork(s) considered and recommended for deaccession must be based on the criteria in the Collections Management Guidelines and any such evaluation must be a documented and reasoned rationale prepared by the agent(s) for approval by the BOE. The Collection, the BOE and the agent(s) may not be legally constrained at the time artwork is considered for deaccession. If it is legally constrained or if the Town, the agent, or the BOE is party to any pending litigation regarding any part of the Collection, the artwork may not be sold or disposed of unless or until such constraints are lifted or resolved.

## **REVIEW AND REVISION**

The BOE may at its discretion, assign stewardship to an alternate party or entity. In so doing, the BOE will endeavor to assure that such successor independent entity includes members who possess the curatorial knowledge and expertise to undertake the above duties and display the requisite appreciation of visual art and art education.

**Policy adopted: May 23, 2016**