

Institutional Handbook of Operating Procedures
Policy 02.07.06

Section: General Administration	Responsible Vice President: Executive Vice President of Business and Finance
Subject: General Administration	Responsible Entity: Business Office and Facilities

I. Title

Art Guidelines and Procurement Policy

II. Policy

1. UTMB is committed to acquiring and maintaining high-quality works of [art](#) that support the university’s mission, vision and values and are consistent with the UTMB Master Facilities Plan while demonstrating good stewardship of public funds.
2. This policy was developed to ensure that appropriate processes are in place for the acquisition, maintenance and [de-accessioning](#) of UTMB public art.
3. When procuring art as part of a larger project, an art budget shall be established at the beginning of the planning process and included in the capital project budget.
4. Funding source shall cover all costs associated with the artwork, including acquisition, shipping, installation, appraisal and ongoing maintenance, whether part of a larger project or as individually procured pieces.
5. Departments shall be responsible for managing departmental art.
6. An inventory of [fine art](#) will be maintained by the Office of University Conferences and Events and incorporated as a subset into UTMB’s existing asset management system. Donation of art shall be managed through the Office of Development with consultation from the Office of University Conferences and Events for fine art donations.
7. All purchases or donations of fine art shall be accompanied by a legal instrument of conveyance setting forth an adequate description of the object(s), stating the precise conditions of the transfer, and signed by the donor or seller and an authorized representative of UTMB.

III. Procedures

Public Art

1. Acquisition and display of [public art](#) requires written approval from the Executive Vice President over the area where the artwork is to be installed. A Public Art Ad-Hoc Committee established by the President shall review and provide recommendations to the Real Estate and Space Committee on the acquisition, placement and de-accessioning of public art. The AVP of Facilities Portfolio Management shall act as an advisor to the Public Art Ad-Hoc Committee.
2. Funding for public art may come from a variety of sources, including building project funds, public grants and/or private contributions.
3. The proposed art will be reviewed in terms of the appropriateness and quality of the artist’s work, the suitability of the installation site, the expected durability of the piece, and whether materials to be used in creating the art pose any safety hazard to the university community, patients or visitors.
4. Prior to acceptance of a piece, protection against vandalism, theft, as well as maintenance and repair costs shall be considered. The funding for ongoing expenses shall be identified in advance.

Departmental Art

1. Installation of [departmental art](#) does not require a review by a committee.
2. Departmental art may be procured by working through UTMB Interiors Department in Facilities Design and Construction either through the work order process or as part of a larger project by working with the project manager assigned.
3. Art purchased with UTMB funding shall be in conformance with UTMB procurement practices.

De-accessioning

1. The Public Art Ad-Hoc Committee recommends de-accessioning of public art to the Real Estate and Space Committee.
2. The Office of University Conferences and Events inventory of fine art shall include records of de-accessioned works, photographs of all works in the collection and donor or title holder correspondence.
3. To de-accession art, the following criteria shall be considered:
 - a. Is the work incompatible with UTMB’s mission, vision and values, with the UTMB Facilities Master Plan, or with other works in the collection?
 - b. Does the work duplicate another item in the collection?
 - c. Is the work infrequently exhibited?
 - d. Is the work in poor condition?
 - e. Does the work endanger public safety?
 - f. Does the work require excessive maintenance?

President	Establishes the Public Art Ad-Hoc Committee
Executive Vice-Presidents	Reviews and recommends approval for installation of public art in their areas.
AVP, Facilities Portfolio Management	Responsible in an advisory role to the Public Art Ad-Hoc Committee appointed by the President.
Public Art Ad-Hoc Committee	Review requests for installation and de-accessioning of public art and makes recommendations to the Real Estate and Space Committee.
UTMB Real Estate and Space Committee	Responsible for reviewing applications for public art installation and de-accessioning and makes recommendations to the President.
University Conferences and Events	Responsible for managing an inventory of fine art; acts as the authority for the definition of fine art
Office of Facilities Design and Construction	Responsible for assisting with selection procurement and installation of departmental art.

IV. Dates Approved or Amended

<i>Originated: 07/15/2014</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
	03/17/2017

V. Contact Information

Facilities Operations and Management
 (409) 772-3500