

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Superintendent

DISTRIBUTION: All Schools and Offices

ROUTING
Administrators

SUBJECT: BULLETIN NO. Q-17 (Rev.)
PROTECTION OF VALUABLE WORKS OF ART
AND RESTRICTIONS ON THEIR SALE

DATE: June 1, 2000

OFFICE: Superintendent

APPROVED: SUPERINTENDENT'S OFFICE

For further information, please call Visual and Performing Arts Office, at (213) 625-4648.

This revision replaces the bulletin of the same number and subject dated January 27, 1997. The content has been updated to include information about the acquisition, appraisal, insurance, inventory, security, storage and related procedures for District-owned art, artifacts and other objects of cultural and historical significance, herein referred to as "artwork," located at school sites and District offices.

I. INTRODUCTION

In its 150-year history, the District has acquired a large collection of valuable works of art that are of significant benefit to students and the community-at-large.

In 1989, following an extensive audit, many schools received inventories of District-owned artwork located at their sites, and schools were required thereafter to submit annual inventory updates of their artwork as part of their annual equipment inventories Accounting and Disbursements Bulletin No. DB-3 (Rev.), "Control of Site Equipment". Copies of the 1989 school inventories are available upon request from the Visual and Performing Arts Office.

II. ACQUISITION

All artwork donated to schools and other District sites must be recorded following procedures outlined in Business Services Bulletin No. C-66 (Rev.), "Donations," January 31, 2000. Donations should include a written statement from the artist or his/her agent indicating that both the artwork and the copyright to its image belong to the District.

III. APPRAISALS AND INSURANCE

Site administrators are strongly urged to obtain appraisals and to insure artwork as Board Rule 1721 states, ". . . the District assumes no obligation to replace any donated item that is worn out, lost or destroyed." Student body funds may be used to pay for appraisals and insurance. To make an appointment with a District-approved appraiser or insurance agent, contact the Visual and performing Arts Office. One copy of all appraisals and of insurance policies for artwork should be retained by the school and another submitted to the Visual and performing Arts Office.

IV. INVENTORY

The site administrator or designee must conduct an annual inventory of artwork located at the site. Be as specific as possible when indicating the description, dimensions, value and location of each artwork; photographs are encouraged. Works of art include, but are not limited to, paintings, prints, sculptures, murals, cultural artifacts and historical documents. One copy of all inventories should be retained by the school and another submitted to the Visual and performing Arts Office. See Attachment A, "Inventory of Works of Art."

V. SECURITY AND STORAGE

Artwork should be displayed in locked cases or hung high enough to make them inaccessible and untouchable in offices, rooms or other areas that can be locked and are secure. Artwork not on display or in use, such as silver sets, should be stored in safes, storage rooms or areas designated for that purpose that can be locked, are not subject to sudden temperature changes, and are secure.

If appropriate display or storage cannot be provided at the site, the administrator may arrange for artwork to be stored at a central environmentally controlled vault. To request pick-up for central storage submit Attachment B, "Pickup and Storage Request and Receipt for Valuables," or call the Visual and Performing Arts Office.

VI. RESTRICTIONS ON SALE, LOAN, OR EXCHANGE OF VALUABLE OBJECTS

District-owned artwork may not be bartered, exchanged or sold for any purpose. Permission is required from the Visual and Performing Arts Office to loan paintings or other works of art to museums or similar institutions, to repair or restore this artwork, or to photograph or otherwise reproduce it for use outside of District publications.

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ATTACHMENT A

INVENTORY OF WORKS OF ART

Instructions: Complete inventory, retain a copy and forward a copy to the Visual and Performing Arts Office. This form may be duplicated.

<u>Description of Item</u>	<u>Dimensions</u>	<u>Value</u>	<u>Location</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

School _____
(print or type)

Phone _____

Signature of Principal _____

Date _____

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ATTACHMENT B

PICKUP AND STORAGE REQUEST AND RECEIPT FOR VALUABLES

Instructions: Complete Part A and forward two copies to the Visual and Performing Arts Office.

PART A: PICKUP AND STORAGE REQUEST

_____ Temporary Storage request
Anticipated date for return of valuables to school: _____

_____ Long-Term Central Storage request

Storage is requested for the following items of artistic, historical, or cultural value: (Attach additional pages as necessary)

<u>Description of Item</u>	<u>Dimensions</u>	<u>Value</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

School _____

Signature of Principal _____ Date _____

PART B: STORAGE RECEIPT

The original will be returned to the principal at the time of pickup to be retained in the school safe. A copy will be kept on file in the Visual and Performing Arts Office.

The District has received the above items for Central Storage.

Print Name _____ Location _____

Signature _____ Date _____