

STANDARD ADMINISTRATIVE PROCEDURE

51.05.99.M0.01 Visual Art

Approved January 28, 1999

Revised August 17, 2010

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Standard Administrative Procedure Statement

This procedure sets forth responsibilities for visual art matters including the acquisition and placement of art.

Official Procedure and Responsibilities

1. GENERAL

Responsibility for coordination of all permanent visual arts and related aesthetic matters of Texas A&M University will be maintained by the Council on the Built Environment (CBE). In the event that the Texas A&M University System (System) proposes action related to art which affects the University, the CBE will serve as the liaison with the System.

2. REPRODUCTIONS

The acquisition of reproductions of original art does not fall under the provisions of this procedure.

3. ART OBJECT INVENTORY

In addition to the fixed asset inventory maintained by Financial Management Operations for art objects, the University Art Galleries Department will maintain an inventory of all visual art objects loaned to or owned by the University. This inventory will include works of art, memorials, curios, plaques, etc., which have intrinsic, sentimental, or historical value to the University and are not otherwise inventoried as part of a formal collection such as the Metzger-Sanders Gun Collection or the University Archives.

- 3.1 Changes in the status of inventoried objects, such as loss, destruction, or relocation of the objects should be reported to the University Art Galleries Department at the earliest convenience. Losses involving suspected theft should be reported to the University Police Department.
- 3.2 Professional advice concerning the selection, purchase, insurance, display, and maintenance of visual art objects is available through the University Art Galleries Department.

4. ACQUISITIONS OF VISUAL ART OBJECTS

- 4.1 All proposed acquisitions, whether by gift, commission, or purchase of visual art objects for use in public spaces, either interior or exterior, shall be presented to the CBE for approval following the procedures set forth in the Public Art Policy. The person or group proposing acceptance of the gift on behalf of the University is responsible for notifying the appropriate building proctor and any existing committee or group (e.g., Memorial Student Center Council, University Center Advisory Committee, Residence Hall Association, etc.), which controls the use of a building or area that is being considered as a site. The appropriate group or a representative shall be included in decision-making. The Texas A&M Foundation shall be notified by the proposer of all art gifts that are accepted by the University.

4.2 POTENTIAL GIFTS

All potential gifts of visual art offered directly to any department of Texas A&M University can only be accepted and placed on a site with the advice and consent of the CBE. In cases of gifts accepted prior to February 1992, management of these gifts shall be at the discretion of the accepting department.

4.3 EXEMPTION OF MUSEUMS/GALLERIES

Potential acquisitions of visual art valued at less than \$50,000 that will become part of a formally recognized Texas A&M University museum or gallery collection (such as the J. Wayne Stark Galleries or the Forsyth Galleries) are exempt from this SAP.

4.4 PUBLIC ART MAINTENANCE FEE

All approved acquisitions of public art will be subject to a maintenance fee as defined in the [Public Art Policy](#).

5. SITING OF VISUAL ART OBJECTS

The CBE shall have responsibility and authority to facilitate the placement of approved acquisitions. The siting of temporary displays (one year or less) of visual art objects does not fall under the provision of this procedure.

6. “PERCENT FOR ART”

Up to one percent (1%) of the original estimated cost of each new building costing more than \$250,000 may be appropriated for the acquisition of works of art and other aesthetic improvements as authorized by the Board of Regents. The appropriation for art will be the responsibility of the CBE and will follow the provisions of this procedure, and all other Board Policies and Regulations.

Related Statutes, Policies, or Requirements

Supplements [System Policy 51.05](#) and [51.03](#)

Policy on the Acceptance, Commissioning, and/or Purchase of Statues, Busts, Sculptures, Memorials, and Public Art at Texas A&M University
<http://cbe.tamu.edu/public-art-procedures.aspx>

Applicable Statute: State Purchasing and General Services Act, Section 5.19 [Vernon’s Ann. Civ. Stat., Art.601(b), 1981]

Contact Office

University Art Galleries Department