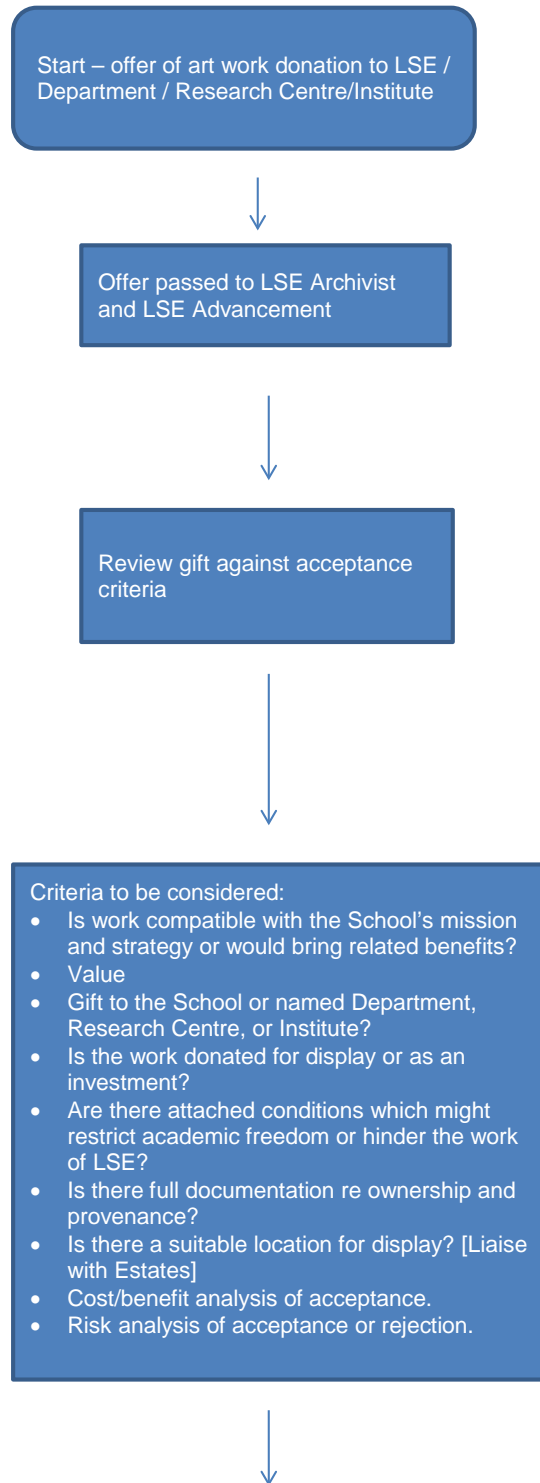


Guidance on the acquisition of artworks

1. All donations of artworks must be fully assessed to ensure that acceptance is beneficial and appropriate to the School. This paper provides guidance on the procedures to be followed in assessing the donation of an artwork.
2. All donations of artworks made to the School must be notified to the LSE Archivist. Proposals should include:
 - Information on the donor and their ownership of the artwork.
 - Description and photograph of the artwork.
 - Approximate value.
 - Information about the artist.Transport and installation costs should be met by the donor.
3. LSE Archivist will liaise with LSE Advancement to review the gift against the criteria for acceptance outlined in the *Acquisitions and Management of Artworks Policy*. The criteria are:
 - Is the work compatible with the School's mission and strategy or have a demonstrable link with the School and its work.
 - Are there any attached conditions which might restrict academic freedom or the work of the School?
 - Is there full documentation re ownership and provenance?
 - Is there a suitable location for display?
 - An acceptable cost/benefit analysis for acceptance.
 - An acceptable risk analysis of acceptance or rejection.
 - The LSE Archivist will produce a report including the business case for acceptance or rejection. The report will be reviewed by the Finance Director and where appropriate the donation will be reviewed by the Ethics (Grants and Donations) Panel and where necessary passed to the Ethics Committee.
4. If the donation is not accepted the donor will be informed and given the reasons for non-acceptance.
5. Where donations are accepted the donor will be notified and LSE Advancement will draw up a gift agreement for signing by the donor and the School Secretary.
6. The LSE Archivist will liaise with LSE Advancement, Estates and relevant departments regarding documenting the acquisition, the transfer of the artwork, its installation and inclusion in the LSE art inventory and insurance.

Guidance on the acquisition of artworks



Guidance on the acquisition of artworks

