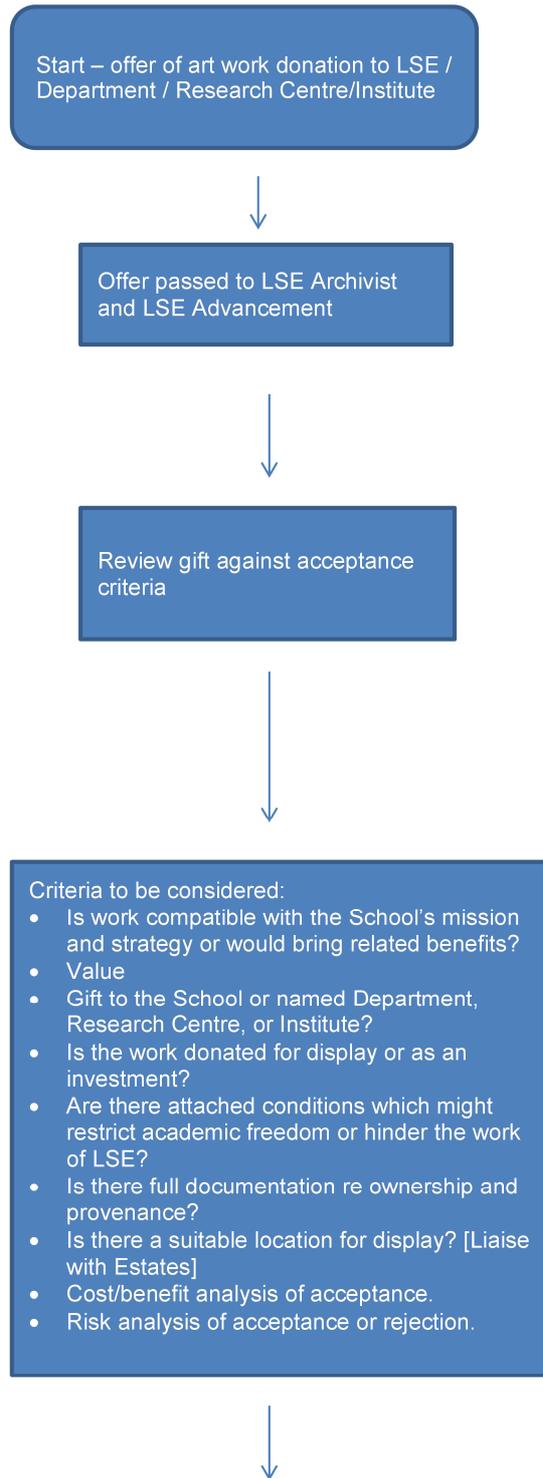


Guidance on the donation of artworks

When the School receives offers of donations of artworks they must be fully assessed to ensure that acceptance is beneficial and appropriate to the School. This paper provides guidance on the procedures which must be followed in assessing whether a donation of an artwork should be accepted.

1. All donations of artworks made to the School must be notified to the LSE Archivist. Proposals should include:
 - a. Information on the donor and their ownership of the artwork.
 - b. Description and photograph of the artwork.
 - c. Approximate value.
 - d. Information about the artist.The costs of delivering works to LSE will be met by the donor.
2. LSE Archivist will liaise with LSE Advancement to review the gift against the criteria for acceptance outlined in *LSE Art Collections: policy on the acquisition and management of art works*. The criteria are:
 - a. Is the work compatible with the School's mission and strategy or does it have a demonstrable link with the School and its work.
 - b. Are there any attached conditions which might restrict academic freedom or hinder the work of the School?
 - c. Is there full documentation re ownership and provenance?
 - d. Is there a suitable location for display?
 - e. An acceptable cost/benefit analysis for acceptance.
 - f. An acceptable risk analysis of acceptance or rejection.
 - g. 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.
3. If the donation is not accepted the donor will be informed and given the reasons for non-acceptance.
4. 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.
5. The LSE Archivist will liaise with relevant departments and Estates regarding the transfer of the artwork, its installation and the completion of documentation and inclusion in the inventory and insurance.

Donation of art works guidance and flowchart



Donation of art works guidance and flowchart

