

Guidance on accepting artworks for temporary display on campus

1. From time to time the School is offered artworks for temporary exhibition on the LSE estate. Temporary installations can enhance and enliven the LSE environment and are generally for periods of less than twelve months. All costs for supporting a temporary installation should be covered by the donor. This guidance does not cover temporary exhibitions held in the Atrium Gallery (see <http://www.lse.ac.uk/intranet/LSESocial/artsAndMusic/Atrium%20Gallery%20-%20Submitting%20a%20proposal.aspx>) or long terms loans of items for display in LSE rooms.
2. All proposals for the temporary installation of artworks on the School campus must notify LSE Arts at least six months prior to the date of possible installation. The proposal must include:
 - Outline of the proposal including a description of the artwork with a photograph, confirmation of ownership and valuation.
 - CV of the artist
 - Information about funding for the loan including details of any sponsoring organisation or individual.
 - Proposed location
 - Proposed dates for display
 - Details of any existing links with LSE.
3. LSE Arts will liaise to review the proposed loan against criteria for acceptance. The proposal should be circulated to the following for comment:
 - LSE Archivist
 - Arts Advisory Committee
 - Estates
 - Advancement where there is a need to screen potential donors.

The proposal will be assessed against the following criteria:

- Is the work compatible with the School's mission and strategy or does it have a demonstrable link with the School and its work?
 - Are there any attached conditions which might restrict academic freedom or hinder the work of the School?
 - Is there full documentation re ownership and provenance?
 - Is there a suitable location for display?
 - All costs of installation, transport and any additional insurance will be covered by the donor.
 - An acceptable risk analysis of acceptance or rejection.
4. LSE Arts will produce a brief report on the proposal indicating acceptance or rejection to be reported to the Director of Communications and Public Affairs.
 5. If the proposal is not accepted the donor will be informed and given the reasons for non-acceptance.

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6. Where donations are accepted the donor will be notified and LSE Arts will draw up a loan agreement for signing by the project proposer and the School Secretary.
7. LSE Arts will liaise with Estates and the LSE Archivist regarding installation, completion of documentation and temporary inclusion in the inventory and insurance.

29/1/15

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Proposal for temporary exhibition on LSE campus received by LSE Arts.



Proposal circulated to:

- LSE Archivist
- Arts Advisory Committee
- Estates



Criteria to be considered [Revise per donation policy]:

- Is the work compatible with the School's mission and strategy or does it have a demonstrable link with the School and its work?
- Are there any attached conditions which might restrict academic freedom or hinder the work of the School?
- Is there full documentation re ownership and provenance?
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