

# Chicago Public Schools Policy Manual

**Title:** ACQUISITION, OWNERSHIP, CONSERVATION, AND MAINTENANCE OF THE CHICAGO PUBLIC SCHOOLS' WORKS OF ART

**Section:** 802.2

**Board Report:** 00-0223-PO1

**Date Adopted:** February 23, 2000

## **Policy:**

The Board takes great pride in the extensive collection of fine art works housed in the Chicago Public Schools. Recognizing that art is fundamental to providing and meeting our educational goals, and that art supplements classroom curriculum, enhances the educational environment of our schools and enriches our communities, it is the recommendation of the Board that the collection of works of art be used as an integral part of classroom instruction and be displayed for viewing in schools and at exhibitions within and outside of the City of Chicago. The Board is further committed to ensuring the preservation, documentation, conservation, and maintenance of art works owned by the Chicago Public Schools, hereafter to be known as the permanent art collection of the Chicago Public Schools.

## **I. Definition**

For purposes of this policy, the term "works of art" includes, but is not necessarily limited to, original paintings, sculpture, tapestry, works on paper, integral architectural elements of buildings, collections, or original historical documents acquired by donation or purchase by the Chicago Public Schools.

## **II. Ownership of Works of Art**

All works of art acquired by donation to the Board, donation to an individual school, or through purchase by the Board or by an individual school, are property of the Board, regardless of where the artwork is located. In accordance with Section 34-18 of the Illinois School Code, individual schools are school district facilities, which are owned and operated by the Board; therefore, individual schools do not hold legal title to the works of art which may be housed at their facilities.

## **III. Acquisition of Works of Art**

Any work of art acquired by a Board employee on behalf of the Board or on behalf of any CPS school, whether by purchase or donation, shall be property of the Board. All gifts of art to the Chicago Public Schools shall be accepted as unrestricted gifts. Any gift given with restrictions must be approved by the Office of Language and Cultural Education (herein after referred to as "OLCE"). No art gift shall be accepted that is beyond the Chicago Public Schools ability to maintain it. Any newly acquired art shall be cataloged by OLCE within 90 days of its acquisition, and OLCE shall arrange for the work of art to be appraised.

In accordance with the "Policy for Acceptance of School Based Grants and Gifts (99-0922-P02)" and Section 16-1 of the Illinois School Code, the title to a gift or donation of any artwork to a school is vested in the Board. If a person making a gift or donation of artwork expresses the intention that the work of art is to be displayed at a particular school, the Board will carry out the donor's intent, to the extent that carrying out such intent is practicable and prudent.

## **IV. Works Project Administration ("WPA") Art**

Pursuant to WPA Operating Procedure No. G-5, Sect. 32 (January 10, 1940), works of art produced under the auspices of the WPA or allocated to the Chicago Public Schools by the WPA are owned by the Board.

The Board shall, to the extent prudent and practicable, display WPA-produced art works in the location specified in the Request for Allocation at the time the art works were distributed to the Chicago Public Schools.

In keeping with the intent of the WPA arts program, art allocated to the Chicago Public Schools by the WPA is for public display and therefore may not be transferred by sale or gift to a private entity unless

under the condition that the art be maintained on public display. WPA art may be removed for safety reasons or if being displayed under dangerous conditions, upon approval by the OLCE.

The Board shall cooperate with the Fine Arts Office of the U.S. Department of Housing and Urban Development in its efforts to catalogue WPA-produced art.

## **V. Catalogue and Inspection of the Collection**

OLCE shall ensure that all works of art are securely installed or, if not displayed, are properly stored. OLCE may appoint a curator to insure that all art works are inspected, labeled, catalogued, and photo documented.

OLCE shall annually report to the Board on each work of art in the collection. Such a report shall be cumulative in that it shall provide annual, successive entries for each work of art, and shall include: the present location of the work of art; the present condition of the work of art as determined by OLCE; recommendations regarding any needed repair or maintenance as determined by OLCE or its agents; and note of any loss of any work of art.

## **VI. Loan and Removal of Works of Art**

No work of art listed in the CPS catalogue (or inventory) of works of art may be loaned, sold, donated, or otherwise disposed of without authorization by the Board subsequent to a written recommendation by OLCE.

## **VII. Promotion and Display**

OLCE shall be responsible for the ongoing promotion of the collection of works of art, including but not necessarily limited to exhibitions of art works in CPS facilities and outside of the Chicago Public Schools.

Any exhibition of CPS works of art must be under the sole auspices of CPS or in partnership with another entity under terms and conditions favorable to CPS including, but not necessarily limited to, the following: (a) the Board or its designee agrees to, or maintains control over, the manner and location in which the art is displayed; and (b) the title of the exhibition and any promotion and advertising of the exhibition must indicate that it is an exhibition of CPS works of art.

To the extent practicable, any work of art temporarily removed from the location where it is normally displayed for the purpose of loaning or exhibiting the artwork elsewhere shall be so listed until returned. The loaned art may be replaced by another work from the collection.

## **VIII. Conservation and Insurance**

The Board shall insure its collection of works of art against loss or damage.

Losses or damage to any works in the collection must be reported immediately to OLCE.

The objectives of this policy are to: ensure the ongoing maintenance of art works in the CPS collection; provide for the regular inspection of art works; and establish a procedure for effecting necessary repairs of art works. Therefore, consistent with these objectives:

1. Art works within the CPS collection shall be maintained in the best possible condition;
2. Art works within the CPS collection shall be examined regularly to assess the physical condition of each;
3. For works of art located in schools, routine maintenance and security shall be the responsibility of the school in which the artwork is located, in consultation with OLCE;
4. The decision to conduct major restoration or repair of art works housed in schools shall be the responsibility of the Board;

5. No school shall remove any artwork from the site in which it is displayed without prior consent of the Board.

**Amends/Rescinds:**

**Cross References:**

**Legal References:**