

## **GUIDELINES for DONATING WORKS OF ART**

### Introduction

The School has many alumni and friends who from time to time very generously offer to donate or lend the School works of art. By works of art is meant products of the fine arts, such as paintings or sculptures but can include any aesthetic object or environment created using skill and imagination. The School encourages the installation of such work on its premises and welcomes proposals for art donations.

Regrettably the School is unable to accept all such offers. We realise that not all works of art would necessarily come to full potential on our site, or would serve as a compliment to our core values, the academic environment and long-standing culture at LSE. More practically the School is constrained, due to its Central London location, by space and various other competing priorities.

For these reasons it has been decided that anyone wishing to donate works of art should submit a formal proposal to School's Arts Advisory Group. This group is chaired by the Deputy Director of External Relations, and will take a decision on the suitability of such a piece (or pieces) based on certain predetermined criteria. The Arts Advisory Group, would then take its decision to the Chairman of the Estates Strategy Sub Committee who will take the final decision.

### Submitting a proposal

Proposals should contain information on the donor, description and photo or picture of the piece, approximate value and information on the artist and any other background information as necessary. When preparing a proposal please keep in mind that the Group will evaluate proposed donations against certain key institutional objectives, the intrinsic merit of the work and other criteria linking to the academic values and activity here at the School. Proposals should also show logistical and financial practicability.

All proposals should be submitted to the Arts Advisory Group (via Salome van Jaarsveld, email: [s.van-jaarsveld@lse.ac.uk](mailto:s.van-jaarsveld@lse.ac.uk); tel: +44 20 7852 3656.

The Arts Advisory Group meets termly and will consider proposals at its earliest meeting. If further information is needed or if the members personally want to inspect the piece, the Secretary of the Group will contact the donor. If approved, the Chair of the Estates Management Committee will take an in principle decision, given that in most instances where pieces are installed outdoors approval from Westminster Council need to be sought. If refused by the Council the School would have no choice but not to accept a proposal.

The School will report back to potential donors on a frequent basis until all decision making processes have been completed.

**It is normal policy of the School that:**

### The Donor is to cover and be responsible for:

The arranging of and paying costs involved in the cost of transport and packing including transport insurance from current location to the School.

The costs of mounting, framing and installation of a piece, including costs of any materials needed and special materials or labour required in the installation process.

Costs of having the piece formally valued and formal prior evaluation of maintenance costs.

What about costs of drawing up an agreement between us and the donor? How is normally done?

The LSE will be responsible for

Insurance and maintenance costs once the piece is onsite.

Costs of valuing pieces in future years for insurance purposes.

Applying to Westminster Council for all permissions needed to install works of art, including any costs related to this.

The Arts Advisory Group and the Estates Management Committee Chair will decide on an appropriate location for installation of a piece.

Legal matters: The piece will become the property of LSE and any moving of piece or selling/lending up to the Arts Advisory Group.