



UNIVERSITY OF SASKATCHEWAN

Artwork Placement Agreement

University of Saskatchewan Art Collection

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The University of Saskatchewan Art Collection is responsible for the care and administration of all artworks contained within the University Art Collection (UAC). As of July 1st, 2011, a revised art placement policy has taken effect. In order to make more artworks available for placement on campus the UAC instituted an administration fee for placing artworks from the Collection into University of Saskatchewan buildings. Administration fees are directed to a fund specifically applied to costs associated with campus placements, conservation and framing of the art collection.

The initial fee for consultation is \$125 with an additional charge of \$45 per artwork placed. This fee allows for a maximum of 2 hours consultation time with additional hours being billed at a rate of \$50 per hour. The fees do not include the moving and/or installation of the artwork, which must be arranged for, and paid to Facilities Management (see FMD Work Initiation and Request Form).

This signed agreement and the payment of fees entitles your department to the placement of suitable artwork in your environment, but does not entitle you to any proprietary rights regarding these artworks. The UAC reserves the right to remove any artwork that is in jeopardy, is moved without authorization, or poses a threat to public safety at UAC staff's discretion. Fees will not be refunded in these instances except at the discretion of the UAC Director. The UAC reserves the right to borrow any object belonging to the Art Collection from its location in your buildings on a temporary basis for exhibition purposes.

In order to ensure the safety of artworks placed in your buildings, we require the name of a contact person who will notify us in a timely manner of any potential moves, hazards, or acts of vandalism to objects owned by the UAC. (See reverse for a description of these conditions). The department contact person or designate must be available during the installation of artwork.

Upon the return of this form with the required signatures, we will arrange an appointment to view the space and review images of artworks currently available for placement. Contact gallery staff at 306.966.4571 with any questions or concerns.

Department Name:		Signature of Department Head or Authorized Designate:		
Placement Location:		Date:		
Contact Name, Title		Contact Phone:		
Mailing Address:		Contact Email:		
		Alternate Contact:		
Billing Account #: [] - [][][][][][] - [][][][] - [7][0][5][2][8] - [][][][] - [][][][][]				
For University Art Collection Use Only:				
No. Of Pieces Placed:	Consultation Fee:	Additional Hours:	Framing Costs:	Total Owing:

University Art Collection

Artwork Placement Conditions

Although we endeavor to make as much of the Art Collection available for public access, specific conditions must be met to ensure the safety of the artwork. The prospective location is first assessed to determine its suitability based on the following criteria:

1. Environmental controls: Artworks of certain media types cannot be placed in areas with windows or direct sunlight. Extremes in temperature are to be avoided.
2. Security: Works that are deemed to be too fragile and/or too valuable are not placed on campus. The artwork must fit the available space without the likelihood of vandalism or accidental damage. UAC staff review the condition of artworks during our semi-annual inventories, however, we also rely on reports from departmental contacts to ensure the continued safety of artwork that has been placed in your area.
3. Visibility: Artworks are hung in areas of high public exposure including general offices, secure lounges, boardrooms, and selected public areas. In order to assist with the public's appreciation and understanding of these artworks, identification labels will be provided and must be displayed with each artwork.

Please contact us immediately if any of the following changes occur to artworks belonging to the University Art Collection

1. The artwork is to be moved to another location. This includes moves within your department or office.
2. Possible hazards are introduced into the environment. These may include the rearrangement of furniture, removal of draperies, painting, renovations, construction, significant or sudden environmental changes or other activities that potentially threaten the safety of the artworks.
3. Incidents of damage or vandalism occur. Please report these as soon as possible to Security and to the University Art Collection. If you are in doubt about whether an artwork has been altered or damaged, please contact us to make an assessment of its condition.



KENDERDINE ART GALLERY | COLLEGE ART GALLERIES

University of Saskatchewan Art Collection
Kenderdine Art Gallery | College Art Galleries
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