

University of Texas at San Antonio Affixing Art to Buildings Process and Procedures	Effective Date: 12/15/2017
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This document outlines the process and procedures for affixing works of art to UTSA structures. The activities herein outlined pertain to both the process and approving authorities and to the requesting party. All proposed artwork and proposed installation locations must be reviewed by the UTSA Office of Facilities Planning and Development (FPD), the UTSA Space and Planning Advisory Committee (SPAC) and the President's Strategic Leadership Committee (SLT).

The Office of Facilities is responsible for administering all changes to UTSA property as per Handbook of Operating Procedures (HOP 8.3¹) and approval of any building alteration, whether structural or aesthetic, is the purview of the University Architect through the Planning and Development Department. Affixing of art in dedicated art galleries or other curated exhibitions and collections are not subject to this process.

Action is divided into three stages: (1) Planning, (2) Request, and (3) Implementation.

Planning

In the planning stage the requesting party devises a project and prepares a document for the Facilities Planning and Development Department's review which includes details related to the following:

1. The document will be reviewed by the University Art Specialist and Curator.
 - a. Have you received written notification the art meets all University standards for acceptance and approval for the artwork to be placed in the desired location?
 - b. The approval of the University Art Specialist and Curator is required for any proposed installation.
2. If the request is an art donation or gift to UTSA, the Office of External Relations will review the request.
3. Gifts of outdoor works of art will require approval by The UT System Board of Regents prior to acceptance. Considerations include appropriateness with regard to the Campus

¹ *The Office of Facilities has the responsibility for all maintenance, repair, upkeep, remodeling, alterations, and additions to all University physical facilities regardless of scope. Any modification, alteration, or addition to the physical structure of any University state-owned or leased facility or environs or grounds by a University department regardless of funding source, must be performed by the Office of Facilities (also referred to as Facilities), or a professionally licensed professional with oversight provided by Facilities.*

Master Plan, and expense related to installation and/or continuing maintenance. (See Regents' Rule 60101 Section 4)

4. Art Type and Longevity

- a. Is it a painting, mosaic, mural, relief, etc?
- b. What material is the work composed of? Is the material subject to decompose, warp, rust, or degrade to a degree that removal is warranted?
- c. Has a quality standard been set—in concurrence with the University Art Curator—which establishes a *life expectancy* or restoration timeline?
- d. Will preservation work need to be performed to maintain quality and integrity of the art object? If yes:
 - i. How often, at what intervals? (annually, bi-annually, etc.)
 - ii. Who will perform the maintenance/preservation work?
 - iii. Who is responsible for financial obligations associated with the preservation work and materials?
- e. Will any portion of the art work be affected by humidity, temperature, extreme wind, water, or chemicals? (For example: art external to a building may be subject to breezeway cleaning procedures which could include blowing, washing/power washing—possibly involving chemicals.) What action will be taken to protect the art piece from natural or commercial forces? Who will perform the action?
- f. Is the art display set for a specific duration (e.g., a semester, year, five years, etc.) or will it remain affixed until conditions necessitate removal? Who will determine whether condition warrants removal?

5. Affixing Artwork

- a. How will the work be attached to the structure? Provide a drawing of the anchoring system to be used and materials specifications (e.g., bolt dimensions and capacity).
- b. Will a plaque associated with the art work be affixed along with the work? If yes, provide details—the size, material and lettering.
- c. Who will conduct the installation, UTSA Facilities, or an outside contractor? (outside contractors must be supervised by facilities). Are students involved? Protecting the health and safety of our students is a university priority.
- d. Will adding the art necessitate changes to the structure's existing conditions—such as, moving or removing a sign/title/other art piece, adding accent lighting or attribution plaque?
- e. Include a statement acknowledging that the art installation initiator is financially responsible for any repair or alteration to the art work or anchoring system (should it become necessary).

- f. Include a statement acknowledging that once/if the art work is permanently removed, the art installation initiator is financially responsible for restoring the structure (e.g., removing anchoring system and patching holes).

6. Value

- a. What is the market value of the installation?

Request

The requesting party submits their request on line at facilities.utsa.edu > iServiceDesk > Space Request. The request requires approval from the party's College Dean or administrative department. A representative from Facilities Planning and Development (FPD) will meet with the requestor(s) and review all supporting information (the output from the planning activity). After FPD vets the request it will be presented to the UTSA SPAC Committee for deliberation.

The committee will use the following criteria to determine approval of art installation requests:

- a. The artwork's appropriateness to the location inside a building and surrounding spaces or exterior artwork's site relation with adjacent architecture and public spaces.
- b. The University's ability to assure the proper long-term care of the artwork, including safety, security, and conservation.
- c. The aesthetic or artistry of the artwork.
- d. The uniqueness of the work of art, including its originality, authenticity and provenance.
- e. The contribution the artwork can be expected to make to and alignment with the University's academic mission, as well as to the existing collection of art.

SPAC has the authority to approve or disapprove, however it will bring significant works of art requests to the SLT for final approval. FPD will inform the requestor(s) of the decision.

Implementation

If the request to affix art to a UTSA structure is approved, then the requesting party must next submit a work request at facilities.utsa.edu > iServiceDesk > Work Request. This engages facilities Operations and Maintenance (O&M) and/or Engineering and Project Management (EPM) in the process of completing the installation work; whether the work of affixing the art is carried out in-house or by a contractor. [Note: requestors must have a Function 800 Cost Center number or the request cannot be processed.]

A representative from either O&M or EPM will contact the requesting party and begin the process of scheduling and controlling the installation. Installation by students will require

training, insurance, and waivers. The requesting party must coordinate with the UTSA Office of Environmental Health, Safety and Risk Management.

Once the art work is affixed, it is the responsibility of the requesting party (as art *owner/originator*) to monitor the piece for its integrity, maintain its quality, make arrangements and incur costs for its restoration, repair or removal, renew insurance for the art work, and for any repair to the UTSA structure if the art work is removed.

Deaccession

The University may consider the removal of artwork when deaccession is not prohibited under the terms of accession, for one or more of the following reasons:

- a. The artwork requires excessive maintenance or has faults of design or workmanship.
- b. The artwork has been damaged or has deteriorated and repair is impractical or unfeasible.
- c. The condition or security of the artwork cannot be reasonably guaranteed.
- d. The artwork endangers public safety.
- e. In the case of site specific artwork, the artwork's relationship to the site is altered because of changes to the site.
- f. The artwork has been determined to be incompatible within the context of the collection.
- g. The artwork is not, or is only rarely, on display because of lack of a suitable site.
- h. The artwork no longer aligns with the mission and/or educational goals of the university.

The University shall retain the right to sell artwork in its collection in accordance with The University of Texas System Board of Regents' Rules and Regulations. (See Regent's Rule 80201, Section 6, Sale of Artwork or Duplicate Volumes)

Art is a nail to which we fasten our ideas.²

² Variation of Georges Braque's quote: "Painting is a nail to which I fasten my ideas."