

PROCEDURE

Effective Date: July 20, 2017

Approved By: Provost and Vice President, Academic Affairs

Authority: POL-U4910.02

PRO-U4910.02A ACCEPTING ART BY DEPARTMENTS

Action by:

Action:

Department Head

1. **Notifies** the Director of Western Gallery of any offer of a gift to a faculty member, office, program, department, or college.

Director, Western Gallery

2. **Consults** with the appropriate Art Collections Committee and Head of the administrative unit where the potential gift is planned to be located, with the donor, and Western Washington University Foundation.

2a. If artwork is approved by the Western Gallery and/or appropriate committee, **the Western Gallery and Foundation** sends the potential donor a gift agreement.

Director, Western Gallery and
Western Foundation

3. **Maintains** gift agreement.

Director, Western Gallery

4. **Accepts** art on behalf of the University.