
ARTWORK & GIFT PROCESSING

POLICY

The Foundation, on behalf of the Hospital, accepts artwork under certain conditions. Basic processes for acceptance and gifting of the art to Campbellford Memorial Hospital are documented in this policy.

Art in Campbellford Memorial Hospital (CMH) enhances the healing process, provides comfort and celebrates life. Visitors, patients and staff all benefit from an environment enhanced by carefully chosen artwork placed throughout the Hospital.

PROCEDURE

Acceptance of Artwork

Those wishing to donate a piece of artwork should be directed to the donor relations and communications employee at the Campbellford Memorial Hospital Foundation (CMH Foundation). The prospective donor will be provided with an information piece that explains the following:

1. Donation of an existing work of art, or a newly commissioned work, must be approved by representatives from CMH and the CMH Foundation.
2. If accepted, the artwork must be ready to hang (ie framed etc.) at the donors' expense.
3. The donor is responsible for submitting an independent appraisal if they wish an official receipt or to be recognized on the donor wall (where cumulative value reaches levels required).
4. The location for hanging the artwork is determined by CMH. The donor may indicate their preference but final determination includes such considerations as space, security and integration of visual themes. Original artwork is to be hung in public and more visible (for security purposes) spaces.
5. CMH retains the right to limit the size and content of the collection to ensure an optimal environment for patient care.
6. Donors must complete and sign a form that indicates unreserved donation of the gift, and CMH's right to dispose of the gift according to the guidelines noted in this document below.
7. CMH will accept donations of original art and high quality/limited edition prints/art photos.
8. Offers to loan artwork from private collections are not to be accepted. Loans through public galleries may be considered pending satisfactory review of insurance, maintenance and security concerns, and at the final discretion of CMH's senior management or Board.

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9. If, after review of the artwork, the piece is not accepted, the donor will be thanked and arrangements made to return their art.
 10. If the piece is accepted, the donor will be called and thanked. The CMH Foundation will issue a thank you letter and provide the form to complete the donation process. When returned, this form will be copied and:
 - a) original filed in Art Collection binder
 - b) copy filed in donor file
 - c) information entered into Raisers' Edge

Recording of Art Collection

Once the official receipt is issued:

1. The artwork is recorded as in kind revenue in the CMH Foundation's financial statements.
2. The CMH Foundation label is added to the back of the piece and the next number in the art catalogue is assigned.
3. A photograph is taken and added to the art catalogue.
4. The piece will then be 'gifted' to CMH via the purchasing department, so that a CMH asset number can be recorded and placed on the back of the piece.

Recognition and Plaquing

Artwork may be included in a donor's cumulative giving history and eligibility for recognition on the Donor Recognition wall.

Plaquing of artwork will not be accepted as it distracts from the esthetic integrity of the artwork.

Disposition of Artwork

Original artwork accepted from this point forward will be limited to a ten year holding obligation, pending unforeseeable events or damage.

After a 10 year period, assuming no previous documented agreements regarding disposition of a piece of art, CMH may de-access pieces under the following terms:

1. The work is an inferior duplicate or has deteriorated.
2. The work is not considered to be appropriate for the hospital setting (may have been accepted without the jurying process).
3. The work is no longer of relevance.

For art donated prior to full implementation of this policy, every reasonable effort will be taken to contact the original donor with an explanation for the proposed de-accession. Efforts will be documented accordingly.

Proceeds from disposition of artwork will be used as general proceeds by the CMH Foundation.

Approved: Administration
Date: Jan 2011
Approved: Board of Directors
Date: May 2011