



Information for Prospective Artwork Donors

Thank you for your interest in donating artworks to the Berea College Art Collection! Here are a few factors to consider:

- **Collecting Priorities:** As a teaching museum, the Berea College Art Collection (BCAC) seeks to be comprehensive and global in its collecting practices in order to support the broader teaching curriculum of the College. Our collecting practice prioritizes works that are considered “fine” art (paintings, sculptures, ceramics, drawings, prints, photographs, and textiles), but does not exclude objects that are outside that historically limiting category. The Berea College Art Collection also has holdings in historical artifacts such as decorative art, manuscripts, clothing, artifacts, and musical instruments.

However, it may be that your object(s) fit better within another collection at Berea College, such as the [Loyal Jones Appalachian Center](#), which focuses specifically on artifacts made in the Appalachian region, or the [Special Collections & Archives at Hutchins Library](#), which houses historical documents, archival photographs, sound recordings, video recordings, books, and manuscripts.

- **Placement of Donations:** The Berea College Art Collection maintains two distinct collections of objects: the Permanent Collection and the Teaching Collection. To be considered for acquisition, artwork donations must fit into one of these collections.

Permanent Collection: Artworks accessioned into the Permanent Collection represent the most significant cultural or artistic objects in the Berea College Art Collection and are considered a unique and irreplaceable resource. These objects receive the highest level of care based on best practices and professional standards in the collections management, registration, and curatorial fields.

Teaching Collection: Items in the Teaching Collection are objects that are not accessioned into the Permanent Collection but are used on a regular basis for teaching. These items include reproductions of historical artworks that are conducive to student learning and hands-on engagement. It is likely that students will handle artworks in the Teaching Collection, but they are always instructed in proper artwork handling procedures in order to ensure preservation.

- **Collecting Limitations:** We gratefully accept donations of artworks and artifacts that we believe will enhance our collections and student learning. However, there are limits to what we can accept. We must keep in mind the specific goals of the Permanent Collection and the Teaching Collection, as well as the limits of our storage facilities. For example, artworks may not be accepted if the museum already has significant holdings that are similar. We cannot accept donations that will put an undue burden on its ability to care for those objects as well as the existing collection.



- **Type of Donation:** The Berea College Art Collection can only accept artworks as unrestricted gifts. We cannot accept indefinite or long-term loans.
- **Use and Display of Donation:** Because the Berea College Art Collection is so expansive and our gallery space is limited, only a small portion of the permanent collection can be displayed at a time. The artworks on view in our permanent collection galleries are rotated twice a year in order to ensure that students have as much access to the artworks as possible and that the artworks on display are supporting courses currently offered by the Art and Art History faculty. Because of this, the museum does not have permanent displays; we cannot promise to *always* keep any item on display. When not on display, artworks in the permanent collection are safely stored and are made available by request to the Berea College community for student research and class visits.
- **Museum Storage:** The Doris Ulmann Galleries maintains professional museum standards in artwork handling, display, research, and storage, as set by the American Alliance of Museums.
- **Donor Credit:** When on display, every artwork is accompanied by a credit line that includes the donor's name and date of the gift, unless otherwise stipulated by the donor.
- **Legal Considerations:** Objects acquired for the Permanent Collection should have satisfactory provenance and documentation that they were obtained, collected, exported, and/or imported in full compliance with current laws of the United States and the country of origin.
- **Berea College Gift Policies:** Berea College is a non-profit organization and as such, any donations accepted by the College are tax-deductible. The College will provide a written receipt acknowledging the gift, but IRS guidelines forbid us from providing the donor with a valuation of the gift. The donor must self-valuate an artwork gift or obtain an appraisal.
- **Donation Process and Timeline:** Gifts must be approved by the Art & Art History faculty and the BCAC Advisory Council before they can be accessioned into the Collection. Donors are responsible for providing an independent appraisal of gifts valued at over \$5,000. We do our best to move quickly and efficiently on accession decisions, but this process can take time.
- **Contact:** To inquire if your artworks would make a suitable donation, contact the Curator of the Doris Ulmann Galleries and Berea College Art Collection, Dr. Kelsey Malone, at malonek2@berea.edu. Please include images and a description of the artworks (artist information, medium, dimensions), as well as any documented information regarding its purchase history, if known.