



Permanent Collections Schedule Change Form

INSTRUCTIONS

Use the Permanent Collections Schedule Change Form to add an individual piece of artwork or a collection of artwork to, or delete it from, a department's Permanent Collections Schedule. When artwork is scheduled, it is insured under the University's Fine Arts Insurance Program. Submit the completed form and any attachments necessary to provide a complete and accurate breakdown of new items and values to UCSB Risk Management. The department's Permanent Collections Schedule will be updated accordingly.

DEPARTMENT

Date of Request: _____ Effective Date: _____ Campus: **Santa Barbara**

Department: _____ Dept. Account No.: _____ Fax: _____

Dept. Contact: _____ Email: _____ Ph: _____

NATURE OF CHANGE TO SCHEDULE

New Addition Deletion Value Change Other: _____

Change in Value (amount added or subtracted): _____ New Total Value of Collection(s): _____

FINE ARTS INSURANCE

Insure artwork under the Fine Arts Insurance Program: Yes No

DESCRIPTION OF ARTWORK/COLLECTION

Location of artwork/collection: _____

Name of artwork/collection: _____

ARTWORK/COLLECTION BREAKDOWN OF VALUES

A complete breakdown of items and values must be submitted to support all changes. If necessary use attachments .

INFORMATION ABOUT UC FINE ARTS INSURANCE

The Fine Arts Insurance Policy provides coverage for risks of physical loss or damage, including earthquake and flood, to fine art owned by the University, in which the University has an insurable interest, that is in the care, custody, and control of the University, for which the University has received instructions or agreed to insure such fine art under written contract prior to a loss, or for which the University is legally liable. Coverage extends to fine arts in transit and at any location worldwide (with certain exceptions).

Coverage is not automatic. To have coverage under the Fine Arts Insurance Policy, a department must request it. To be eligible for Fine Arts coverage, the art must be owned by the University or on loan to the University with an agreement in place that makes the University responsible for insuring the loaned fine art.

To assure coverage under the Fine Arts Insurance policy, complete the Permanent Collections Schedule Change Form in order to add artwork or a collection of artwork to your department's Permanent Collections Schedule. Artwork that has been loaned to the University and must be insured by the University, must be entered onto the campus' Permanent Collections Schedule to be insured under the Fine Arts Insurance policy. Submit the completed Permanent Collections Schedule Change Form, and any attachments necessary to provide a complete and accurate breakdown of new items and values, to UCSB Risk Management. The Permanent Collections Schedule will be updated accordingly.

Undeclared fine arts are covered under the University's Property Self-Insurance Program, and after that, the Fine Arts and Library Collections Insurance policy. This coverage has more exclusions and higher deductibles.