


STILLMAN COLLEGE

Policy Name: REMOVAL & RELOCATION OF HISTORIC ARTIFACTS/ARTWORK POLICY		Approved by President
College Division: Institutional Effectiveness	Date Established: 12/4/18	
Date Revised:	Date Removed:	

Policy Statement:

Stillman College recognizes both the financial and historical value of the wide variety of artifacts and artwork located in public areas throughout the Stillman campus. In order to maintain the value of these materials, no artifact or artwork shall be removed or relocated without prior approval of the Historic Artifacts Committee.

Procedures for Implementation:

Any individual wishing to remove or relocate an artifact or artwork from a public space on the campus of Stillman College must send a request to the Historic Artifacts Committee outlining the current location, the proposed site for the relocation or storage, and why it is being relocated or removed. Relocations and removals will be considered for justifiable reasons that may include: (1) the material is endangered in its current location; (2) the material endangers life safety; (3) the material's original intent is compromised; or (4) the original site is no longer suitable due to reconfiguration, destruction, or building disposal. Requests for relocations and removals should be sent via email to the Dean of Library Services, who is the Chair and Convener of the Historic Artifacts Committee.

Publication of Policy and Procedure:

The Removal and Relocation of Historic Artifacts/Artwork Policy is published in the Faculty and Staff Handbook and on the College's website. All new employees will be made aware of the policy and procedure during orientation to the institution.

Compliance:

Compliance with the policy is mandated and failure to comply with or follow this policy may result in disciplinary action.