



Permanent Collections Schedule Change Form

INSTRUCTIONS

Use the Permanent Collections Schedule Change Form to add or delete an individual piece of artwork or collection to a department's Permanent Collections Schedule and to insure the piece or collection 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. UCSB Risk Management will submit the form to UC's Fine Arts Insurance broker to insure the item under the Fine Arts Insurance Program.

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 (total 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

GENERAL: Fine arts owned by the University (permanent collections) are insured in one of two ways. They are insured either automatically under the University's Property Self-Insurance Program or they are insured, at the department's request, under the University's Fine Arts Program.

UC's PROPERTY SELF-INSURANCE PROGRAM: All property owned by the University of California is automatically insured under its Property Self-Insurance Program; this includes any fine arts that a department elects not to cover under the Fine Arts Insurance Program. The Property Self-Insurance Program is a University-funded and administered property insurance program; it covers University-owned property and artwork or non-owned property and artwork, which is, by written agreement, under the care, custody, and control of the University. It has generally higher deductibles and more exclusions than the Fine Arts Insurance Program. Departments that insure their fine arts collections this way do not pay a premium for the coverage.

UC's FINE ARTS INSURANCE PROGRAM: Departments have the option of insuring their owned artwork or art collections under the Fine Arts Insurance Program. This coverage is purchased on the commercial market. It is used to cover University owned artwork and works on loan to the University. It has a \$500 deductible (\$10,000 for earthquake) and fewer exclusions than the University's Property Self-Insurance Program. Departments that insure their fine arts collections this way pay a premium for the coverage.

cc: University's Fine Arts Insurance Broker