

## **ART ON CAMPUS PROGRAM FREQUENTLY ASKED QUESTIONS**

### **What is the Art on Campus Program?**

The Art on Campus Program provides an opportunity for the University of Toronto Art Collection to enrich campus spaces. The Art Museum's Collections staff facilitate this process in keeping with the professional standards for the care of art collections.

### **Can I see some of the art that is already out on campus?**

Sure! You've most likely seen some already on your travels around campus (for example, in offices of Senior Administration, or spaces frequented by students or campus visitors). Some locations of art on campus include publicly accessible spaces at Simcoe Hall, Hart House, The Joseph L. Rotman School of Management, The John P. Robarts Research Library, Gerstein Science Information Centre, and The Ontario Institute for Studies in Education (OISE).

### **How can we get art into our unit?**

You need to complete a **New Art on Campus and Art Move Form** and submit it, along with a floor plan, to us.

Please note that we prioritize the offices of Senior Administration (e.g.: Chancellor's and President's Offices, Vice- Presidents, Principals, Deans) and public-facing spaces.

### **How do I find a floor plan and UofT building number/code to complete the New Art on Campus and Art Move Form?**

PDF maps of most buildings are available on the [University Planning, Design & Construction website](#).

### **How long will it take to get art into our unit?**

That depends on your position on the waiting list. We receive multiple loan requests from departments and faculties on St. George Campus all year round, and the process requires careful preparation.

The Collections Team will arrange a site visit, discuss your preferences, and provide a selection of work based on an environmental assessment and suitability of works for the designated location. Selected works

may require framing or new security hardware for installation. All art works will be installed by professional art handlers. We can provide you with an estimated timeline and cost after we receive your initial request.

Note that the process can take several months due to the volume of requests, the review and selection process, and any necessary framing work.

### **Why is the waiting time so long?**

The Art on Campus program is in high demand, and great care is required in determining what is suitable for display in each unit. Unlike commercial prints, reproductions, or personal pictures, loans from the University Art Collection are considered in the context of museum standards and professional practice. For example, risk factors such as security and the environment (e.g.: sunlight, intensity of humidity and temperature fluctuations) must be evaluated to ensure the longevity of the collection. This, together with the time required to care for the hundreds of artworks already on loan on campus, can result in a longer waiting period.

### **How do I know which artworks will work for our unit's designated location?**

Our collections staff will work closely with you to ensure artwork is representative of your unit's mandate and vision in the context of the University of Toronto's mission, as well as being appropriate for the environmental conditions, dimensions and day-to-day use of your space. We will then provide you with a shortlist of suggestions that best match your preferences.

### **What happens if the artwork is unframed?**

If an artwork is unframed or requires re-framing, Art Museum staff arrange for a consultation with a professional framer. A quote is then submitted for your approval. All artworks are framed according to conservation standards, including the use UV-filtering glass which is essential for protection and the long-term care of the work. Associated costs are borne by your unit, and you will receive an invoice directly from the framer.

### **Can I choose artwork in person?**

Unfortunately, we cannot accommodate viewings of the Art on Campus collection.

### **Who can handle and install the art?**

In order to remain in compliance with the University's art insurance policy, professional art handlers are contracted by the Art Museum. We arrange for a quote for your approval from professional art handlers. We will book art handlers to install the artwork, and you will receive an invoice from them directly.

### **Who pays for the installation?**

All costs associated with the framing, transportation and installation of artwork are borne by your unit, and you receive invoices directly from any contracted third parties, such as framers and art handlers.

### **Who pays the insurance?**

Art transported and installed by approved art handlers working under Art Museum supervision are covered under the University of Toronto Fine Arts Policy.

### **How much will this cost?**

We do our best to keep costs to a minimum while maintaining best practices and ensuring the safety of artworks. Costs associated with new installations can vary. For example, if a 26" x 23" artwork requires framing and UV glazing, the cost may range from \$1,000-\$1,200. Transportation and installation of artwork is usually billed on an hourly basis, which starts at \$360 for the first hour, and \$160 for an additional hour. For larger jobs requiring two or more handlers, this rate increases. Depending on the size of the artwork, the cost of transporting artwork for framing ranges from \$120 - \$180

### **Why does the art have to be hung on interior walls?**

Art is installed on interior walls for its own safety. Interior walls are less subject to variations in temperature and humidity than exterior walls.

### **What should I do if my lux and/or UV levels are too high to receive art?**

If your lux levels are too high, switching out the light bulb to one that is less bright/intense will reduce your levels. If lamps are present near your proposed wall, removing the lamps will significantly lower the lux levels. If your UV levels are too high, it may be due to your light bulbs and/or sunlight. Fluorescent tubes and/or tungsten-halogen light bulbs should be covered with UV absorbing filters. For windows, UV filters can be installed directly on the glass to absorb UV from the sun.

### **What are our responsibilities with the artwork we borrow?**

Units should monitor artwork for damage or theft, with any incidents or changes reported immediately to Art Museum staff (see below). Additions of furniture in proximity to artwork, or changes in use of space should be carefully considered to avoid risk of damage. Please consult a member of Art Museum staff if guidance is required.

If the art in your space needs to be moved due to renovations, a staff move, or a similar planned event, please submit an **New Art on Campus and Art Move Form** or email us at [artoncampus@utoronto.ca](mailto:artoncampus@utoronto.ca) **at least two weeks prior to a renovation/ move**. Collections staff will contract professional art handlers to move artwork to a safe location. **Artwork should not be moved or handled by anyone except trained art handlers** coordinated by the Art Museum, as this is when there is a higher risk of damage. The Art Museum carefully tracks all artwork locations, so these must remain also accurate to prevent loss.

### **Is there anything else I should know?**

Loans remain at the discretion of the Art Museum, and may be removed if artwork is requested for external institutional loans, if environmental conditions change, if there are condition concerns or damage, or if loan conditions are not met. Otherwise, loans are considered to be on a medium-term basis (approx. 5+ years). Please note that the Art Museum is unable to change artwork on a regular basis.

### **What do I do if there is an emergency involving the art in my space, including a fire, a flood, theft, or vandalism?**

Immediately contact Art Museum staff:

Alex King, Collections Coordinator [alexandra.king@utoronto.ca](mailto:alexandra.king@utoronto.ca) / (416) 946-7090