

THE ANDERSON GRAPHIC ARTS COLLECTION  
AT THE FINE ARTS MUSEUMS OF SAN FRANCISCO (FAMSF)

Collecting Sharing Program and Loan Guidelines

A. Collection Sharing Program

HISTORY

In 1996 the Harry W. and Mary Margaret Anderson Charitable Foundation presented a significant portion of their extensive collection of contemporary prints to the Fine Arts Museums of San Francisco (FAMSF). This collection, known as the Anderson Graphic Arts Collection at the Fine Arts Museums of San Francisco, consists of 672 works (594 prints and multiples, and 78 monotypes) by major American artists. Today the collection spans thirty-eight years of print production from 1953 to 2007, surveying the American printmaking renaissance with outstanding examples of print processes—woodcut, intaglio, lithography, screenprint, and monotype—from major American fine art presses.

STATEMENT OF PURPOSE

It is the goal of the Anderson Graphic Arts Collection at the Fine Arts Museums of San Francisco to promote the understanding and appreciation of contemporary American printmaking. FAMSF provides an ongoing series of exhibitions from the Anderson Graphic Arts Collection as well as interpretive publications and programs in order to share this important educational and art historical resource with museum audiences. FAMSF furthermore is dedicated to pursuing an active collection sharing program, which will make the Anderson Graphic Arts Collection available as a resource to other museums and galleries throughout the western United States.

OBJECTIVE

FAMSF welcomes and invites requests for loans from the Anderson Graphic Arts Collection. A complete checklist is available without charge from Colleen Terry, Curator/Manager, Anderson Graphic Arts Collection (tel: 415.750.7626; fax: 415.750.3680; or email: [cterry@famsf.org](mailto:cterry@famsf.org)). Alternatively, this collection can be viewed via the Anderson Graphic Arts Collection website, accessible at <http://www.aacollection.com/Collection/aacollection.html>. In order to make the Anderson Graphic Arts Collection available, FAMSF will work closely with any organizing museum to keep costs at a minimum.

FAMSF especially wishes to encourage collection sharing projects from the Anderson Graphic Arts Collection between two or more institutions. Projects may be organized entirely or in part from this collection. Exhibitions of all-Anderson materials that have been shown at the California Palace of the Legion of Honor or the de Young may be borrowed in their entirety as "package shows" and labels or label copy can be provided.

## EXHIBITION APPLICATION AND PLANNING

Initial inquiries regarding the organization of exhibitions from the Anderson Graphic Arts Collection at FAMSF should be made to Colleen Terry, Curator/Manager, Anderson Graphic Arts Collection (415) 750-7626. After preliminary discussion, a follow-up letter from the organizing institution describing the content of the exhibition, its accompanying programs, publications, etc., and its dates and venues with a checklist of works requested for loan, should be sent to the FAMSF Curator/Manager, Anderson Graphic Arts Collection, Colleen Terry. In order to allow adequate time for preparation, insurance, packing and shipping, FAMSF urges that loan requests be made in writing at least six months prior to the exhibition. A facilities report from each venue must be submitted to the FAMSF registrar unless a report has been filed in the previous three years. The Curator/Manager will present the request to the Anderson Graphic Arts Collection Management Committee, which determines the disposition of loans from the Anderson Graphic Arts Collection at FAMSF. The management committee is comprised of Harry W. and Mary Margaret Anderson; Mary Patricia Anderson Pence, John E. Buchanan, Jr., Director of FAMSF; Marion M. Cope, former FAMSF Trustee; and Colleen Terry, Curator/Manager, Anderson Graphic Arts Collection.

FAMSF staff will be glad to assist in the planning stages of the exhibition. Records and documents about the Anderson Graphic Arts Collection are kept at the Curator/Manager's office at FAMSF and are available for study.

The Anderson Graphic Arts Collection is located at the California Palace of the Legion of Honor. Appointments to view the Anderson Graphic Arts Collection must be made through the Curator/Manager, Colleen Terry, who will coordinate the visit.

### COST

In order to promote the collection sharing program, costs for loans will be kept to a minimum. Only charges related directly to the preparation of the exhibition, e.g. packing (labor and materials), wall-to-wall insurance, shipping, necessary framing, photography, as well as local installation costs, catalogue publication, etc., will be incurred by the borrower.

### B. Loan Guidelines

It is the responsibility of FAMSF to oversee the presentation and care of the Anderson Graphic Arts Collection at FAMSF. Loans from the Anderson Graphic Arts Collection at FAMSF will be determined by the Anderson Graphic Arts Collection Management Committee in consultation with the appropriate individuals such as the curator, registrar, etc. Decisions for loans will be based on criteria such as the exhibition theme; the nature and duration of the exhibition; the facilities and security report of the borrower; previous loan commitments to other institutions; and the condition, value, and historical and aesthetic significance of the objects in question. A formal contract for each loan will be

prepared between FAMSF and the borrower. FAMSF will supervise all the arrangements for the care and transport of the loan.

Loans from FAMSF are subject to the following conditions:

#### I. CARE

- 1) Before any loan can be agreed upon the borrower must send a Facilities Report to Therese Chen, FAMSF Director of Registration (415) 750-3603, unless a still-current report has been filed in the last three years
- 2) All objects must at all times be given due care to protect them against loss, damage, and deterioration. In addition to providing proper climate controls, the borrower is expected to maintain constant and adequate protection against fire, vermin, dirt, theft, and mishandling by unauthorized or inexperienced personnel or by the public. Works of art must be guarded by a sufficient number of properly trained security personnel when the exhibition is open to the public and by approved electronic or other type of surveillance system and/or security staff at all times.
- 3) A constant relative humidity of 45-55% and temperature of 65-75 degrees Fahrenheit (18-22 degrees Celsius) is required. Objects must never be placed over or near a heating or air conditioning unit. Light levels for all artworks will be specified on loan agreements. In general, colored works on paper will be restricted to 50-70 lux (5-7 foot candles) maximum and black and white works restricted to 120-150 lux (12-15 foot candles) maximum. Works cannot be exposed to unfiltered fluorescent illumination or to daylight. Exhibition lighting is to be turned on only during exhibition hours.
- 4) In general, crated artworks must acclimatize in the climate controlled exhibition space for 24 hours prior to opening and for 24 hours prior to re-packing. Empty crates should be stored in a dry place free of vermin.
- 5) Framed objects must be securely fastened to the wall with security plates or anti-theft screws, or other similar security devices. Bound volumes and loose portfolio works may only be displayed in locked cases. Three-dimensional objects may have specific installation and climate requirements.
- 6) In areas within a fault zone, objects must be secured in a manner to minimized potential earthquake damage.
- 7) Framed works may not be opened without express permission of FAMSF. Any damages must be reported immediately by telephone and followed by a letter in writing to the Curator or Director of Registration. Objects may not be altered, repaired or cleaned without written permission from FAMSF.

## II. SHIPPING AND INSURANCE

- 1) The borrowing institution is expected to pay all costs directly associated with the loan including wall-to-wall insurance, transportation, packing (labor and materials) and crating, and any special preparations required by FAMSF or the borrower, including accompaniment by a member of the FAMSF professional staff when necessary.
- 2) Each work of art will be insured by FAMSF against all ordinary risks on a wall-to-wall basis, evidence by a Memorandum and Certificate of Insurance stating the insured value of the object, issued by FAMSF's Director of Registration and sent to the borrower before the release of the work(s) of art. The cost of such insurance, if any, will be included in the statement of costs provided under paragraph 1) above.
- 3) Full details of proposed transport and security arrangements will be determined prior to the approval of the loan. The loan is at all times contingent upon FAMSF's approval of transportation and security. Packing and crating will be arranged by FAMSF. Upon return to FAMSF the work must be re-packed in the same manner in which it was received.
- 4) For delicate and/or complicated loans, FAMSF may require the presence of a courier at all times during transport, unpacking, and re-packing. For courier shipments, FAMSF requires round-trip airfare for the object and the courier, both at the opening and close of the exhibition. In addition, the borrower is responsible for the courier's expenses for each trip.

## III. REPRODUCTION

- 1) Photography for reproduction is not permitted without prior permission. Approval for rights to reproduction, photographs, and transparencies that are required for publicity, and other purposes can be obtained from the Photo Services Department at FAMSF.
- 2) Two complimentary copies of any book or catalogue in which a FAMSF work is reproduced must be sent to the Curator.
- 3) The complete FAMSF credit line "Fine Arts Museums of San Francisco, Anderson Graphic Arts Collection" must appear in all catalogues and labels accompanying exhibitions and publicity materials.
- 4) Members of the public may not photograph objects on loan from FAMSF.
- 5) FAMSF may have postcards, note cards, and other sales materials that can be made available to the borrower for resale.