

## **PROPERTY & FACILITIES**

### **ARTWORK – GUIDELINES**

Property & Facilities, on behalf of the University hold a definitive record of all Artworks bought, gifted, donated or loaned to the University.

In order to maintain these records:

- Faculties, Service departments or staff who are in possession of any artworks should ensure they record this with Property & Facilities by completing the University Artworks Form.
- Should you move office and take any artworks with you, please record this with Property & Facilities by completing the University Artworks Form.
- New artwork bought (gifted / donated / loaned), please record this with Property & Facilities by completing the University Artworks Form.

University Artworks Form is available on the Property & Facilities intranet pages under Staff Documents section:-

<http://staff.napier.ac.uk/services/facilities/Pages/staffdocs.aspx>

#### **Property & Facilities Contact**

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