



## Declaration of Personal Art Collections

Under the 2021 Policy for the Management of University Art Collections, staff members are required to declare their personal collections.

Please note that:

1. Staff Members are responsible for the care and maintenance of their personal art collections kept in their work stations. Works of art left on the University compound for 5 years or more after a member of staff has left the institution, will be considered abandoned.
2. The Curator or the equivalent staff member will confirm the location of the works of art.
3. Personal Collections Forms will only be used in relation to abandoned works of art or to ensure that personal collections are not accidentally subsumed into The UWI Collections.
4. Staff members have a responsibility to update this form every 3 years.

Please complete this form and submit photographs of your collections (to facilitate easy identification) to the Curator, Dr Shani Roper [shani.roper@uwimona.edu.jm](mailto:shani.roper@uwimona.edu.jm) and cc: [uwi.museum@uwimona.edu.jm](mailto:uwi.museum@uwimona.edu.jm). Contact the Curator if you have additional questions.

**Name:**

**Number of works of Art owned that are located in the building:**

**Location** [please state the exact location for ex. Department, office, conference room]:

**List works of Art** [This list must include the artist's name, title, medium (oil on canvas, acrylic, mixed media, wood, copper, ceramic etc.) and dimensions (Width, Height & Depth in inches)]

If collections are left behind please identify a potential contact:

Contact person:

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Telephone: \_\_\_\_\_



Email: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Official Use Only**

**Location confirmed by Curator/Museum Representative:** Yes No

**Photographs Provided:** Yes No

**Name & Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_