

**MID-YEAR FINE ARTS INSURANCE POLICY UPDATE FORM**

**COLLECTION INFORMATION**

Unit: \_\_\_\_\_  
 Name of Registered Collection: \_\_\_\_\_  
 Name of Curator of Collection: \_\_\_\_\_

**REASON FOR UPDATE**

- |   |   |
|---|---|
| <input type="checkbox"/> New Acquisition  | <input type="checkbox"/> Deaccession/ loss/ damage  |
| <input type="checkbox"/> Changes in storage location  | <input type="checkbox"/> Change to collections storage facilities   |
| <input type="checkbox"/> Loans valued at \$100,000 CAD or higher or Certified Cultural Property | <input type="checkbox"/> Temporary deposit valued at \$100,000 CAD or higher or Certified Cultural Property |
| <input type="checkbox"/> Other: _____   |   |

**OBJECT INFORMATION**

Attached Separately

Accession/Catalogue Number: \_\_\_\_\_  
 Location of object: \_\_\_\_\_  
 Object Name/Title: \_\_\_\_\_  
 Object Description: \_\_\_\_\_  
 Fair Market Value: \_\_\_\_\_  
 Artist/Maker (if applicable): \_\_\_\_\_  
 Donor Name (if applicable): \_\_\_\_\_

Method of acquisition:       Donation       Purchase       Other (Specify): \_\_\_\_\_

**ATTACHMENTS**

- Appraisal Report                                       Condition report  
 Other Supporting Documentation: \_\_\_\_\_

\_\_\_\_\_  
 Signature on behalf of the Unit Name (please print)      Date  
 (Authorized Officer of the University of Alberta)

