MID-YEAR FINE ARTS INSURANCE POLICY UPDATE FORM

COLLECTION INFORMATION

Unit: ____________________________
Name of Registered Collection: ____________________________
Name of Curator of Collection: ____________________________

REASON FOR UPDATE

☐ New Acquisition ☐ Deaccession/ loss/ damage
☐ Changes in storage location ☐ Change to collections storage facilities
☐ Loans valued at $100,000 CAD or higher or Certified Cultural Property ☐ Temporary deposit valued at $100,000 CAD or higher or Certified Cultural Property
☐ 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)