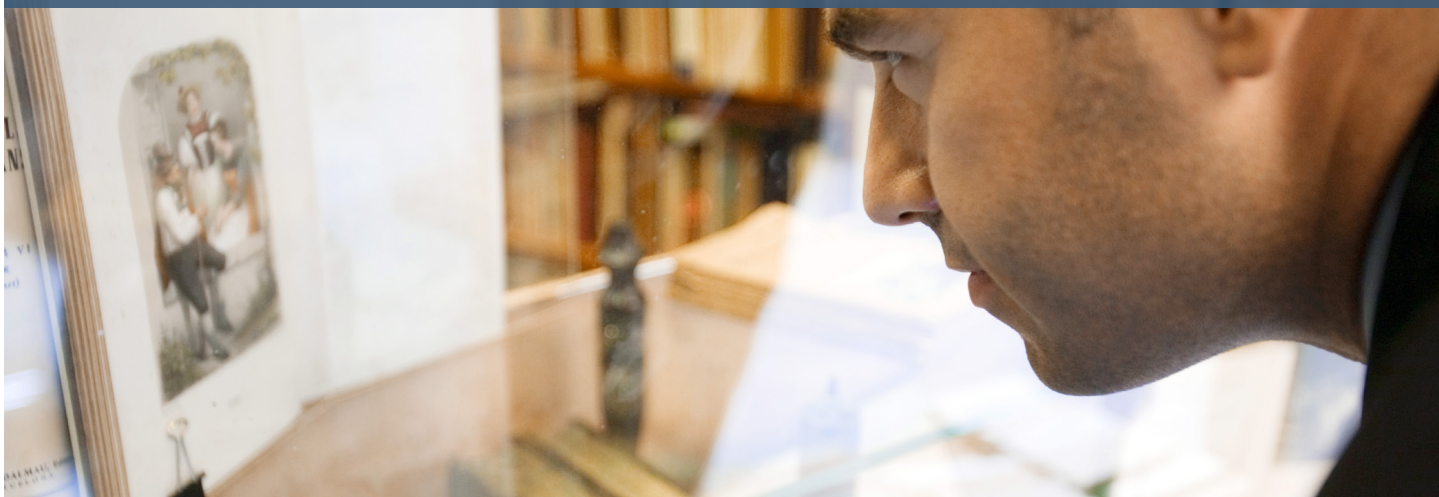


EDUCATIONAL INSTITUTIONS



PROTECTING FINE ARTS AND OTHER VALUABLES.

PROTECTING YOUR VALUABLES

Five steps to ensure your valuables are secured at all times:

1. Take Inventory
2. Take Precautions
3. Prevent Theft
4. Prevent Fire
5. Insure Your Valuables

Fine art is more than just a painting hung in a campus art gallery or on a library wall. It could be a rare book that was donated to your institution to advance scholarly pursuits, antique furniture that has been collected over time, or a stained glass window or rug that you acquired for its beauty. These items are assets and should be protected against theft, fire, water and other causes of damage.

STEP 1: TAKE INVENTORY

Effective loss control starts with taking inventory. It's critical to know what you own, where it's located, and the safeguards, if any, that you have in place. Create a fine arts inventory that includes:

- A description of each item including the type of object, title, artist, date/period, measurements, display or storage location, inscriptions, condition and other pertinent markings
- Photograph(s)
- Receipt date, donor and an appraisal for items acquired as bequests
- Date of purchase, proof of purchase (receipt) and an appraisal for purchased items

STEP 2: TAKE PRECAUTIONS

While many museums, art galleries or private collections typically have state-of-the-art security and fire protection systems, many educational institutions may have works of art displayed that are just as valuable but don't have the same safeguards.

Follow these simple actions to help avoid common causes of damage.

- Safeguard paintings, tapestries and similar works of art:
 - » Avoid hanging where the piece could be damaged by chairs or traffic
 - » Avoid locating near a fireplace or area where smoke could cause damage
 - » Monitor moisture levels to ensure items will not be damaged from too much or too little humidity
 - » Avoid hanging where sunlight or other strong light sources will strike the item
- Secure statues, porcelains and other breakable valuables:
 - » Place away from traffic areas or in protective cases to avoid breakage
 - » Keep in a dry place
 - » Handle carefully to prevent damage
 - » Keep out of the reach of children
 - » Increase protective measures if located in an area with a history of earthquakes

STEP 3: PREVENT THEFT

The FBI estimates that as much as \$6 billion of art and cultural property is lost to criminal activity each year. While high profile thefts are generally the work of sophisticated art rings, others are the work of opportunistic thieves or can relate to mischievous student activity. These techniques may help protect your property from

theft. Some techniques also make it easier to trace stolen items:

- Place the artwork close to where a guard is located
- Install adequate door and window locks
- Ensure that you have adequate interior and exterior lighting
- Install an alarm that links to a central station
- Install small magnetic anti-theft devices (pieces of metal glued or hidden inside valuables that trigger readers located at the building exit points)
- Install a closed circuit TV camera to record activities
 - » If an item is damaged or stolen, this recorded footage can be integral in identifying suspects. Digital systems generally offer better resolution with little image deterioration. In addition, they are preferred because they can store a large amount of data in a very compact form for an extended period of time
- Affix microdots (that are one-third the size of a pencil eraser) using adhesive that's safe for virtually all artifacts and other rare objects. Microdots differ from other devices because they have a "smart" component that can be encoded with tracking and inventory data

IF LOSS OCCURS

If art work is stolen or damaged, prompt reporting to the local authorities can be vital to the recovery process.

Make note of who discovered the item missing or damaged, and when. In addition, you can aid the local authorities in their investigation by providing:

- A description including the type of object, title, artist, date or period, measurements, condition, inscriptions and other markings

continued

- Photograph(s)
- Date of purchase or donation, a receipt and an appraisal of the piece

STEP 4: PREVENT FIRE

While less common than theft, fire, smoke or water can cause serious damage. Evaluate the condition of the building in which your work of art is located. If you aren't the sole tenant, it's also important to know what other activities are being conducted in the building.

Answering these questions may help you prevent loss from fire:

- Is the building's interior structure, including equipment, in good condition?
 - » Is there a preventative maintenance program to look at HVAC systems, plumbing, roof and structural components?
 - » Are the building components installed to present building codes?
- Is the electrical system adequate and up to date?
 - » When did a qualified electrician check the electrical and breaker systems?
 - » Does the electrician conduct a thermal image inspection of the electrical system on a regular basis?
 - » Has the electrical system been upgraded to accommodate new equipment and increased use?
- Are heating and air conditioning systems located in a safe place and properly maintained?
- Are all combustibles and flammables stored properly? Any minimum amount kept on hand should be in a UL-listed cabinet.
- Is all refuse removed daily or more often if necessary?
- Is there a "no smoking policy" that is enforced?
- Are electrical extension cords, tools and appliances to code?
- Are fire protection devices, such as extinguishers and sprinklers, properly designed, installed, maintained and tested according to mandatory requirements?
- Are smoke alarms in use, maintained and tested regularly?
- Are your employees trained to respond quickly and correctly to smoke or fire?
- Are valuable assets segregated (preferably in separate facilities) so that a fire or flood doesn't decimate all your major assets?
- Are paintings and tapestry protected from water damage by glass enclosures?

STEP 5: INSURE YOUR VALUABLES

Whether you own one work of art or a collection, protect your investment.

For more information on how The Hartford can help you protect your fine arts, contact your local Hartford agent or your Hartford Loss Control consultant. Visit The Hartford's Loss Control website at THEHARTFORD.COM/LOSSCONTROL.



The information provided in these materials is intended to be general and advisory in nature. It shall not be considered legal advice. The Hartford does not warrant that the implementation of any view or recommendation contained herein will: (i) result in the elimination of any unsafe conditions at your business locations or with respect to your business operations; or (ii) will be an appropriate legal or business practice. The Hartford assumes no responsibility for the control or correction of hazards or legal compliance with respect to your business practices, and the views and recommendations contained herein shall not constitute our undertaking, on your behalf or for the benefit of others, to determine or warrant that your business premises, locations or operations are safe or healthful, or are in compliance with any law, rule or regulation. Readers seeking to resolve specific safety, legal or business issues or concerns related to the information provided in these materials should consult their safety consultant, attorney or business advisors. All information and representations herein are as of June 2014.