

CATALOGUE RAISONNÉ EXAMINATION PROCEDURES

The Wolf Kahn Foundation (the “Foundation”) is researching and examining works that are believed to have been created by Wolf Kahn (including paintings, pastels and works on paper) to be included in its to be published Wolf Kahn Catalogue Raisonné (the “Catalogue”). Owners of works of art that are believed to have been created by Wolf Kahn are invited to submit such works for examination and consideration by the Foundation’s Catalogue Raisonné Committee (the “Committee”) for inclusion in the Catalogue. The following are the procedures that must be followed for a work of art to be considered by the Committee. Please note that your sending, and the Foundation’s receipt of, a submission or any portion of a submission pursuant to these procedures does not guarantee that a work will be included in the Catalogue or that the Foundation will render an opinion regarding the work.

The owner of a work submitted for examination and consideration must:

1. Submit all of the following materials:
 - (a) A completed [Description of Artwork form](#) (a failure to diligently, accurately, truthfully and in good-faith complete this form and provide all information requested may by itself result in the work not being included in the Catalogue);
 - (b) At least two (2) high-quality digital images of the front of the work (jpg, minimum 2500 pixels along the shortest dimension), plus images of the back of the work and up-close images of any important details, *e.g.*, signatures, dedications, labels and unique markings;
 - (c) Digital copies of all archival information in the owner’s possession pertinent to the work (*e.g.*, letters, invoices, sale agreements, bills of sale, ownership history, exhibition history, bibliographic references).
2. Review, sign and return the Letter Agreement which will be provided to you after the Foundation receives the fully completed “Description of Artwork” form.

3. If the Foundation determines that it needs to examine the physical work, the owner is responsible for insuring the work while the work is being transported to the Foundation, while the work is in the Foundation's possession and while the work is being returned to the owner. The work must be covered by a wall-to-wall, all risk, fine arts insurance policy for the value of the work as stated by the owner. The owner must provide to the Foundation a certificate of insurance evidencing such insurance coverage, which must include a provision under which the insurer expressly agrees to waive any and all claims against the Foundation (including subrogation) and lists the Foundation, its agents, committees, representatives and employees, including the members of the Catalogue Raisonné Committee, as additional named insureds. The Foundation will have possession of the work until the Committee has completed its examination of the work.
4. The Foundation does not charge a fee for the examination of works. However, the owner is responsible for arranging and paying for all expenses related to the packing, shipping, handling, storage and insuring of works.
5. The Foundation does not provide shipping recommendations. You may use a preferred carrier of your choice or book shipping through your nearest UOVO hub to: Wolf Kahn Foundation c/o UOVO, 105 Evergreen Avenue, Brooklyn, NY, 11206. For any carrier you decide to use, note that: a) you must obtain a printed estimate for shipping, packing, unpacking, dock fees, storage, customs, and return delivery; and b) that your carrier of choice may require prepayment for all above fees prior to shipping the work. Please have your carrier contact collection@wolfkahnfoundation.org with 24-48 hours notice of delivery.
6. The Committee must be able to perform a thorough examination of the work. You agree that the Foundation, the Committee or others at the Foundation's or Committee's direction may unframe any framed work to conduct the examination. For works on paper, please send the works unframed and unglazed (*i.e.*, without glass). For paintings, please ensure that the work is sent unglazed. If the work is sent with glazing, you will be charged to have the glazing material removed. The

Committee is not responsible for reconstructing or replacing frames that are fragile or break in the process of removal.

7. Following the examination, the Committee will issue one of the following three determinations: a) that in its opinion the work will be included in the Catalogue; or b) that in its opinion the work will not be included in the Catalogue; or c) that the Committee is unable to decide, with confidence, whether the work will or will not be included in the Catalogue.
8. All inquiries to the Foundation relating to the Wolf Kahn Catalogue Raisonné must be in writing – preferably by email – addressed to Collection Manager Linda Stewart at collection@wolfkahnfoundation.org.

Thank you for your interest in the Wolf Kahn Catalogue Raisonné and the Wolf Kahn Foundation.

WOLF KAHN FOUNDATION

By:  _____

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