

# ART COLLECTION POLICY AND PROCEDURE



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## 1 PURPOSE

- 1.1 This policy and procedure provides guidelines for the acquisition, documentation, records management, exhibition and display and promotion of the CQUniversity Art Collection to best practice museum standards.
- 1.2 The objectives of this policy and procedure are to:
- further the CQUniversity Art Collection Mission: 'The CQUniversity Art Collection reflects, engages and inspires diverse communities'
  - In furthering the mission, achieve the following aims and purposes:
    - develop, maintain and promote a visual arts collection of national and regional significance and repute that is an important cultural, scholarly, research and community engagement resource for the University and reflects its expressed goals and policies
    - collect, display and promote high quality works of art by international and Australian artists; including works of national significance, works of significance to the Central Queensland region and works by artists with an important connection to CQUniversity
    - demonstrate the University's commitment to and leadership in the study, patronage and advancement of the arts across all the communities the University serves
    - engage audiences and communities through sharing rich cultural experiences and inspire individuals to pursue educational and creative activities
  - detail the Art Collection management functions and procedures, and
  - list the major acquisition areas for the Art Collection.

## 2 SCOPE

2.1 This policy and procedure applies to all art works purchased by or donated to CQUniversity.

## 3 POLICY STATEMENT

3.1 This policy and procedure is consistent with the founding art collecting principles established by the University's predecessor, the Capricornia Institute of Advanced Education (CIAE) in 1973, and seeks to enhance and build upon acquisitions subsequently made since the 1970s.

3.2 The earliest founding document for the collection, a 1977 report to Council by the CIAE Art Works Acquisition Committee placed its greatest emphasis on the following collecting principles, which are still relevant today:

- the CIAE being seen as a patron of the visual arts
- the scholarly value of artworks, and
- the acquisition of innovative contemporary art and crafts representing current trends and movements, that would over time develop into a collection of historic significance.

3.3 Through purchases, commissions, donations and bequests, the collection in 2019 comprises of more than 1,000 art works valued at around \$2.4 million, mainly Australian artworks dating post-1970, with a small number of international works and historic Australian works.

3.4 The Art Collection complements and supports the University's visual arts programs and courses and honours the artistic achievements of the University's students and employees, past and present. The Art Collection is stored in the CQUniversity Rockhampton Campus Library and is displayed in buildings across the University's campus network. Artworks are also lent to temporary exhibitions in other institutions, such as regional and university galleries, to engage national and international audiences through the sharing of art.

## 4 PROCEDURE

### Collection management

4.1 Art collection management functions:

- acquire works in accordance with the criteria set out in the [Acquisitions — Major Areas of Collecting Section](#) below, so as to strengthen the collection, while developing a body of artworks relevant to a modern Australian university
- maintain the CQUniversity Art Collection asset register, database and ensure that the documentation of acquisitions, cataloguing and loans accords with accepted museum data standards
- promote the use of the collection for display, exhibition, research and publications, teaching and learning purposes within the University and beyond
- liaise within the University, as well as with the regional, gallery and media communities, to develop relationships which will contribute to developing the collection and promoting the works to these communities. Art works may be lent to key civic organisations, such as regional galleries and university galleries, in particular for the enjoyment of audiences within the university's multi-city campus footprint, and
- implement a long term program based on accepted museum standards for the conservation, safe storage, exhibition and transport of the collection, to maintain it in good order.

### Loans and display

4.2 Works of art from the Art Collection will be available for display in public areas of the University across its network of campuses (e.g. Council Room, Chancellery, libraries, reception areas, meeting rooms).

4.3 Works from the Collection may be lent for temporary exhibition loans to public institutions (e.g. regional galleries, university galleries) on approval by the CQUniversity Art Collection Manager, subject to the borrower's agreement to the conditions specified in the CQUniversity Art Collection Loan Agreement Forms.

- 4.4 In line with the medium-term goals set out in the [CQUniversity Art Collection: Ten-Year Collecting Plan 2012-2022](#), works will eventually be displayed in the University's own art gallery or art museum space, once this is established.
- 4.5 Collection loan requests will be made through the Art Collection Manager, who will endeavour to accommodate requests, however, the Manager reserves the right to locate works in the Collection where deemed appropriate for their safe-keeping.
- 4.6 The Associate Vice-Chancellor or nominee will monitor works displayed on each Campus and will report any changes or modifications to the location and environment conditions to the Art Collection Manager.
- 4.7 Works of art on display must not be moved without prior approval from the Art Collection Manager. The relevant campus manager will be advised of any proposals to move art works on display.
- 4.8 The display of privately-owned works of art will be the responsibility of the individual owner.

## Acquisitions

- 4.9 The history of the Collection, its strengths and future collecting directions, goals and strategies are set out in the [CQUniversity Art Collection: 10-Year Collecting Plan 2012-2022](#).
- 4.10 The major areas of collecting are:
- contemporary art and craft works, by international artists and Australian artists of national significance, which will enhance the art collection's existing media, stylistic and thematic specialisation
  - works of cultural and historical significance to the Central Queensland region
  - works by artists with an important connection to CQUniversity
  - portraits of persons of specific significance to the University, painted by artists whose work will enhance the existing art collection, and
  - works outside the above criteria (for example, works representing a new collection specialisation, historic art works, or site-specific public art, with potential either to engage students, employees or the University's communities; or to aesthetically enhance a public area of the university, or to be a teaching, learning or research resource).
- 4.11 Art works will be recommended for acquisition in accordance with museum best practice, as set out in [Significance 2.0: a guide to assessing the significance of collections](#) (Collections Council of Australia, 2009)
- 4.12 The Art Collection Manager will prepare an Acquisition Submission for the Vice-Chancellor and President's consideration. This submission will present an assessment of the art work and a reasoned judgement of its significance - its values, meaning and how and why it is important for the University and its communities.
- 4.13 One or more of the following primary criteria apply when assessing an art work's significance:
- the historic value
  - artistic or aesthetic value
  - scientific or research potential, and
  - social or spiritual values of the art work.
- 4.14 The following additional comparative criteria apply when evaluating the degree of significance. These are modifiers of the main criteria:
- provenance (the history of ownership) - clear legal title is required for all art works permanently acquired
  - rarity or representativeness (whether it is unique, unusual, a good example, typical or characteristic of its type)
  - condition or completeness (whether it is in good condition, is intact or complete, or in its original, unrestored condition), and

- interpretative capacity (its relevance to the university's mission, art collection policy and programs, or usefulness to interpret aspects of place or historical or cultural context).
- 4.15 In addition to the above general principles and criteria, the following factors shall also be considered in accepting acquisitions:
- the purchase price represents fair value and is reasonable
  - a similar art work does not already exist within the collection or is not available by gift or bequest, and
  - if a donation, the art work is within the collection policy guidelines; the donor has legal title to the work which is transferred totally to the University; and the donation is not encumbered by any unusual conditions.

## **Deaccessioning and disposal**

- 4.16 Art works will be recommended for deaccessioning in accordance with the [Property, Plant and Equipment Disposal Procedure \(FMPM\)](#) and best museum practice, as for example in [Simpsons Lawyers, Collections Law: 8. Deaccessioning of Material from the Collection](#).
- 4.17 Deaccessioning and disposal are separate acts. Deaccessioning is the administrative process whereby an art work is removed from a collection. While institutions with large collections consider it a part of collection management, it requires tact, careful consideration and open communication with the community to maintain goodwill.
- 4.18 Disposal is the physical act of disposing of the art work, the most common forms being sale or donation to another public collection or non-profit community organisation, sale through an auction house, donation to the artist of the work, or destruction.

## **Deaccessioning submission**

- 4.19 The Art Collection Manager will prepare a Deaccession Submission for the consideration of the Vice-Chancellor and President, who will make the decision whether to dispose of the art work and its method of disposal. The submission will include:
- accession number and description
  - provenance
  - advice on legal status of art work
  - assessment of significance
  - criteria for deaccession
  - any additional information regarding value, etc., and
  - recommended method of disposal.

## **Criteria for deaccessioning**

- 4.20 The criteria for deaccessioning may include, but are not limited to, the following reasons:
- irrelevance to this policy and procedure
  - low artistic merit
  - the art work is a duplicate
  - the art work is a reproduction
  - theft, or loss, damage or serious deterioration in condition
  - repatriation of the object to the Aboriginal, Torres Strait islander, or other community group from which it came, or
  - absence of clear legal title.

## Disposal

- 4.21 Upon receipt of the written approval of the Vice-Chancellor and President, the art work will be placed in a 'Deaccessioned Items' area of the collection store for a 'cooling off period' of at least 12 months, to allow any further information to come to light, such as relevance, value, provenance, etc. During this time, the Art Collection Manager will act on the recommendation for method of disposal by contacting donors, other institutions, etc.
- 4.22 After the cooling off period, the Art Collection Manager will dispose of the art work according to the recommendation. Deaccessioned works may not be acquired by CQUniversity employees, and any funds raised should be used solely for the benefit of the collection. The Art Collection Manager will advise the Financial Services Directorate of the disposal of the art work.
- 4.23 The art work will be removed from the collection records, however a file will remain in the Accession Register of the art work's deaccessioning and/or disposal, with a photograph, for future reference.

## Cultural gifts program

- 4.24 Gifts of art works which are relevant to this policy and procedure may be accepted for the Art Collection under the Australian Government's [Cultural Gifts Program](#). A Gift Fund for gifts of money is not maintained for the Art Collection.
- 4.25 Any gifts of art works for the Art Collection will be used only for Art Collection purposes.
- 4.26 If a fund (if any), authority (the Art Collection) or institution (Central Queensland University) is wound up or if the endorsement (if any) of the Art Collection or Central Queensland University as a deductible gift recipient for the operation of a fund, authority or institution is revoked, any surplus assets of a gift fund remaining after the payment of liabilities attributable to it, shall be transferred to a fund, authority or institution to which income tax deductible gifts can be made.

## 5 RESPONSIBILITIES

### Compliance, monitoring and review

- 5.1 The Director, Vice-Chancellor and President Office and Development and Art Collection Manager share responsibility for managing, monitoring, reviewing and ensuring compliance with this policy and procedure.

### Reporting

- 5.2 No additional reporting is required.

### Records management

- 5.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.4 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

## 6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

### Terms and definitions

**Art work/s:** encompasses all cultural material owned by CQUniversity, including but not limited to paintings, drawings, prints, photographs, sculpture, ceramics, woodwork, tapestries, artists' books, artefacts, recent modes of video and installation art and art reproductions.

**Display:** the reasonable and responsible presentation of artworks in offices and public spaces of CQUniversity campuses to enhance the educational, cultural and everyday experience of students, staff and visitors, as well as to exhibitions outside the University.

## 7 RELATED LEGISLATION AND DOCUMENTS

[Acceptance of Donations and Sponsorship Policy and Procedure](#)

[Art Collection – 10 Year Collecting Plan 2012-2022](#)

[Collections Law: 8. Deaccessioning of Material from the Collection](#) (Simpsons Lawyers)

[Property, Plant and Equipment Disposal Procedure \(FMPM\)](#)

[Significance 2.0: a guide to assessing the significance of collections](#) (Collections Council of Australia)

## 8 FEEDBACK

8.1 University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Administrator	Director, Vice-Chancellor and President Office and Development
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