

Art Collection and Galleries procedure

Section 1 - Preamble

(1) This Procedure is effective from 15 July 2019.

Section 2 - Purpose

(2) This Procedure outlines the requirements and processes of the [Art Collection and Galleries policy](#).

Section 3 - Scope

(3) This Procedure applies to the management of the University's art collection, Deakin University Art Gallery and exhibitions managed by the Art Collection and Galleries Unit.

Section 4 - Policy

(4) This Procedure is pursuant to the [Art Collection and Galleries policy](#).

Section 5 - Procedures

Acquisition

(5) The University will acquire artworks, mainly by contemporary Australian artists, on the advice of the Senior Manager, Art Collection and Galleries Unit within budgetary provisions and taking into consideration:

- a. the artist's representation in the University's art collection
- b. maintenance and storage requirements
- c. where the work will be displayed
- d. the source of the artwork, including ownership and cultural significance.

(6) Acquisitions can only be approved by the Director, Stakeholder Partnerships and Community Relations based on a written submission from the Senior Manager, Art Collection and Galleries Unit.

(7) The University may accept donations of appropriate artworks from artists or owners, or through the Cultural Gifts Program on the advice of the Senior Manager, Art Collection and Galleries Unit. Donations must be registered for inclusion in the art collection according to the Art Collection and Galleries Unit accession process.

(8) The Senior Manager, Art Collection and Galleries Unit will ensure donations of gifts under the Cultural Gifts Program comply with legislative requirements.

(9) The University can acquire the work of current permanent Deakin staff subject to clause 5 and the following conditions:

- a. Staff involved in the artwork acquisition process are subject to the [Conflict of Interest procedure](#). Staff must take reasonable steps to avoid a conflict of interest and must declare any actual, potential or perceived conflict of interest in an acquisition. To avoid a potential conflict of interest the University will not acquire works from any member of staff who is currently involved in the acquisition process.
- b. If the work is not presented through a commercial gallery, the work will be assessed by a registered commercial valuer who is independent of the artist and any gallery representing that artist to determine a fair and transparent value.
- c. The Senior Manager, Art Collection and Galleries Unit will write to the Head of School of current staff whose work is acquired by the University confirming acquisition of the artwork and that purchase of the artwork was not viewed as an indicator of performance.
- d. The cost of acquisitions dated within two years of the staff member commencing Deakin funded ASP (Academic Study Program) or an internally funded research project (other than an annual research funding allowance) will be reviewed in consideration of funding already provided by Deakin towards the work's creation.

(10) Newly acquired artworks will be photographed, catalogued and accessioned as soon as possible after acquisition.

Display

(11) The Senior Manager, Art Collection and Galleries Unit will ensure that artworks will be displayed in public University spaces and the number of works in storage will be kept to a minimum.

(12) Artworks in a public space overseen by an organisational unit will be displayed in consultation with the Head of Organisational Unit.

(13) Artworks in a public space not overseen by an organisational area will be overseen by the Executive Director, Infrastructure and Property Group.

(14) Artworks donated to an organisational unit will be displayed in that area.

(15) Heads of Organisational Units may apply to the Senior Manager, Art Collection and Galleries Unit to display artwork from the collection in offices and other spaces within the organisational unit.

(16) Requests to display artworks will be evaluated and determined by the Senior Manager, Art Collection and Galleries Unit on the basis of adequate security, appropriate lighting and suitable climatic conditions in the proposed display area.

(17) Heads of Organisational Units authorised to display artworks must agree to the conditions set out in clauses 18-27.

(18) Artworks on display may be recalled by the Senior Manager, Art Collection and Galleries Unit if:

- a. the conditions under which the artwork was loaned change
- b. the work is required for exhibition, loan or conservation treatment
- c. any of the conditions outlined in clauses 19-27 are breached.

Conditions of use

Displaying Artworks from the University Art Collection

(19) The Head of Organisational Unit will be considered the custodian of artworks approved for display in their organisational area.

(20) The Senior Manager, Art Collection and Galleries Unit will usually approve only one artwork, or a series of

artworks, for a meeting room, foyer, lecture theatre or similar space, unless otherwise negotiated.

(21) The Art Collection and Galleries Unit will arrange for the transport and installation of artworks at the expense of the relevant organisational unit.

(22) Artworks must not be moved or lent to a third party without the prior approval of the Senior Manager, Art Collection and Galleries Unit.

(23) Heads of Organisational Units must ensure that artworks are preserved in the condition in which they were received and will not attempt to repair, alter or clean the artworks without the prior approval of the Senior Manager, Art Collection and Galleries Unit.

(24) Heads of Organisational Units must immediately report any damage or loss of artworks to the Senior Manager, Art Collection and Galleries Unit.

(25) Organisational Units will be responsible for all costs associated with the damage or loss of artworks that fall under the insurance excess.

(26) Heads of Organisational Units must report in advance any factors which may affect the physical condition of artworks.

(27) Heads of Organisational Units must re-apply to the Senior Manager, Art Collection and Galleries Unit every 3 years to display the artworks unless otherwise negotiated.

Images of University Art Collection Artworks

(28) An authorised user is responsible for an image's appropriate reproduction or online communication.

(29) Authorised users must make every effort to preserve the integrity of the image and must not attempt to alter it in any way.

(30) The Senior Manager, Art Collection and Galleries Unit will only give final approval for an image's use on receipt of a final, pre-publication proof of the print or online publication/material provided by the authorised user.

(31) The Senior Manager, Art Collection and Galleries Unit must be notified prior to publication or communication of any proposed changes in the design, promotional intent or distribution of the publication/material that may change the agreed use of the image.

(32) The following acknowledgment must accompany the reproduced artwork:

Reproduced with permission from the artist and assistance from the Deakin University Art Collection and Galleries Unit.

(33) The authorised user must lodge two copies of the print publication/material with the Art Collection and Galleries Unit.

(34) Authorised users must forward a new request to the Senior Manager, Art Collection and Galleries Unit to extend the use of the image beyond the terms approved in the initial request.

(35) The Senior Manager, Art Collection and Galleries Unit may recall any images found in breach of these conditions.

Valuation and audit

(36) In accordance with the [Business Assets Management policy and procedure](#) the University will arrange for the revaluation of the collection every three years.

(37) The Senior Manager Art Collection and Galleries Unit will ensure that:

- a. every year an audit is completed of all artworks on display from the University art collection
- b. every three years an audit is conducted of the entire collection, including artworks in all storage areas; this audit must be completed in the year preceding the revaluation.

Exhibition program

(38) An annual program will be organised by the Art Collection and Galleries Unit which will include exhibitions by professional, contemporary artists. Where appropriate, exhibitions will be available for tour both regionally and nationally.

(39) The annual program may include selected touring exhibitions initiated by others and invitations may be issued to local and/or regional community groups to participate in the program. Provision may be made to display the work of staff members, students and alumni.

(40) University staff will not actively engage in the sale of artworks by exhibition participants.

(41) The Senior Manager, Art Collection and Galleries Unit may put a prospective buyer in contact with the commercial gallery representing the artist, or with the artist, if artworks are available for sale.

(42) Prices will not be displayed on artworks. If an artwork is sold during an exhibition, the sale will not be marked in any way.

Reproduction

(43) Staff who wish to reproduce or communicate on-line an image from the University Art Collection must obtain the approval of their Head of Organisational Unit and forward a written request to the Senior Manager, Art Collection and Galleries Unit. A request must be submitted at least 4 weeks before the intended use of the image and include:

- a. the name and contact details of the requesting party
- b. proposed form of reproduction
- c. details of the proposed publication in which the artwork is to be reproduced or communicated.

(44) Where requests are approved, the user must agree to the conditions outlined in clauses 28-35, and pay for the cost of reproducing the image.

(45) Permission to reproduce the work will be declined if copyright approval cannot be obtained.

Deaccession

(46) The Art Collection and Galleries Unit will deaccession an artwork when:

- a. it no longer meets the objectives of the Collection
- b. it is in poor physical condition
- c. the cost of maintenance outweighs its value
- d. it lacks sufficient documentation to support its authenticity and provenance.

(47) Every effort will be made to notify the artist and/or donor of a proposed deaccession.

(48) Deaccessioned artworks must not be transferred to, purchased by or given to a University staff member or any member of their immediate family unless that person is the artist of the work.

(49) Income obtained from deaccessioned artworks will be used for further acquisitions for the Art Collection. The original donor of a gifted artwork that has been sold will be acknowledged in association with new artwork purchased using the proceeds of the sale.

Section 6 - Definitions

(50) For the purpose of this Procedure:

- a. accession: the process by which an acquired artwork becomes the legal property of the University and records are established to note the artwork's provenance, condition and other relevant information.
- b. cultural gifts program: a program which provides tax incentives to encourage gifts of culturally significant items from private collections to public art galleries, museums, libraries and archives.
- c. deaccession: as defined in the [Art Collection and Galleries policy](#).

Status and Details

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Responsible Executive	Gary Smith Deputy Vice-Chancellor Global Engagement +61 3 92517713
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