

## **SCHEDULE A**

### **CONDITIONS OF USE: DISPLAYING ARTWORKS FROM THE UNIVERSITY ART COLLECTION**

- 1 The head of an organisational area will be considered the custodian of artworks approved for display in his or her organisational area.
- 2 The Manager, Art Collection and Galleries (ACG) will usually approve only one artwork, or a series of artworks, for a meeting room, foyer, lecture theatre or similar space, unless otherwise negotiated.
- 3 The ACG Unit will arrange for the transport and installation of artworks at the expense of the relevant organisational area.
- 4 Artworks must not be moved or lent to a third party without the prior approval of the Manager, ACG.
- 5 Heads of organisational areas 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 Manager, ACG.
- 6 Heads of organisational areas must immediately report any damage or loss of artworks to the Manager, ACG.
- 7 Organisational areas will be responsible for all costs associated with the damage or loss of artworks that fall under the insurance excess.
- 8 Heads of organisational areas must report in advance any factors which may affect the physical condition of artworks.
- 9 Heads of organisational areas must re-apply to the Manager, ACG every 3 years to display the artworks unless otherwise negotiated.