

# UniSC Art Collection - Procedures

## 1. Purpose of procedures

1.1 These procedures provide a framework for the management of the University of the Sunshine Coast Art Collection.

1.2 These procedures must be read in conjunction with the linked UniSC Art Collection - Operational Policy.

## 2. Procedures scope and application

2.1 These procedures apply to the University of the Sunshine Coast Art Collection.

2.2 These procedures apply to all University staff with responsibilities for functions of the Art Collection.

2.3 Art acquisition includes the collection of works through purchase, commission, gift or donation, and loaned objects.

## 3. Definitions

3.1 Refer to the University's Glossary of Terms for definitions as they specifically relate to policy documents.

Acquisition refers to taking legal possession and ownership of an artwork through purchase, gift, bequest, commission, donation, transfer or exchange.

Art Collection or Collection refers to the recognised holdings of artworks acquired by the University officially known as the UniSC Art Collection.

Artworks refers to all cultural material including but not limited to paintings, drawings, prints, photographs, sculpture, ceramics, textiles, artists' books, artefacts, video art and installation art.

Deaccession is the process of de-registering an accessioned object from a collection and amending the documentation relating to that object.

Disposal is the physical removal of an object from an organisation by a process decided upon by the collections or acquisitions committee.

Loan is a temporary physical transfer of artwork from the Art Collection to a public institution such as an art gallery or museum over a specified period and where there is no transfer of ownership.

Provenance is the place or origin; the history of ownership of an object, especially the records and documents authenticating such an object or its history of ownership.

## 4. Acquisition of artworks

4.1 All artworks proposed for acquisition to the UniSC Art Collection must be reviewed for recommendation by the Vice-Chancellor's Art Advisory Committee (VCAAC) prior to acquisition.

4.2 The Manager, Art Gallery will prepare a proposal for submission to the VCAAC for consideration. This should present an assessment of the artwork and statement of significance to the UniSC Art Collection that addresses criteria for acquisition as set out in the UniSC Art Collection – Operational Policy.

4.3 Recommendations for artworks valued over \$5,000 must be approved by the Vice-Chancellor and President (VCP) prior to acquisition.

4.4 The following also applies when evaluating a proposed acquisition:

(a) provenance - clear legal title is required for all artworks prior to acquisition; and

(b) any management and resource implications of accepting loans, gifts, donations or purchases. i.e. ensuring there is adequate display, storage, conservation provisions in place to accept the artwork.

### APPROVAL AUTHORITY

Pro Vice-Chancellor (Global and Engagement)

### RESPONSIBLE EXECUTIVE MEMBER

Pro Vice-Chancellor (Global and Engagement)

### DESIGNATED OFFICER

Manager, Art Gallery

### FIRST APPROVED

9 December 2008

### LAST AMENDED

4 September 2024

### REVIEW DATE

25 October 2028

### STATUS

Active

4.5 Only the Manager, Art Gallery on behalf of the VCAAC has the authority to reserve artworks or make offer to purchase artworks on behalf of the University.

4.6 Artworks recommended by the VCAAC and approved by the VCP will be accessioned into the UniSC Art Collection.

4.7 Gifts or donations to the UniSC Art Collection must be valued by an accredited valuer.

4.8 Gifts or donations to the UniSC Art Collection are to be reported to the Advancement Office.

4.9 All acquisitions to the UniSC Art Collection are to be reported to Financial Services.

## 5. Display of artworks

5.1 Display spaces must meet minimum security and environmental standards as assessed by the Manager, Art Gallery. Artwork requests will be made through the UniSC Art Gallery, and every effort will be made to accommodate requests, however, the Manager, Art Gallery reserves the right to locate artworks from the Art Collection where deemed appropriate for their safe keeping.

5.2 A nominee from the organisational area where the artwork is located is responsible for monitoring the artworks and must report any changes or modifications to the location and environment conditions to the Manager, Art Gallery.

5.3 Facilities Management are required to notify Manager, Art Gallery of any maintenance and building works planned for facilities where Art Collection works are on display.

5.4 Artworks on display must not be moved without prior approval from the Manager, Art Gallery unless artworks are at immediate risk of damage (i.e. extreme weather event). The Manager, Art Gallery must manage movements of artworks from the UniSC Art Collection.

5.5 Display of privately owned artworks and artworks belonging to schools, faculties or divisions that are not from the UniSC Art Collection are the responsibility of the individual owner or University area.

## 6. Deaccessioning and disposal of artworks

6.1 Deaccessioning can be recommended for the following reasons:

- (a) irrelevance to UniSC Art Collection - Operational Policy;
- (b) theft, loss, damage or serious deterioration in condition;
- (c) unclear provenance, forgery or reproduction;
- (d) repatriation of cultural material;
- (e) duplication;
- (f) low artistic merit or inferior quality;
- (g) unsuitability for storage, exhibition or display purposes; or
- (h) a burden on resources or present a risk to the University.

6.2 Deaccessioning must be conducted in a reasoned, documented and professional manner following the Staff Code of Conduct – Governing Policy, and established industry standards and ethics.

6.3 The Manager, Art Gallery will prepare a deaccession submission for consideration to the VCAAC. VCAAC are responsible for recommending the disposal of artworks to be approved by the VCP. Deaccessioning and disposal can only occur with the approval of the VCP.

6.4 Only artworks where the University holds clear legal title can be considered for deaccessioning and disposal.

6.5 The University will observe all legal, ethical, conditional, cultural or related issues in relation to disposal.

END

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#### RELATED DOCUMENTS

- Donation Acceptance - Operational Policy
- Financial Management Practices - Operational Policy
- Management of Contracts and Memoranda of Understanding (MOUs) - Operational Policy
- UniSC Art Collection - Operational Policy

#### LINKED DOCUMENTS

- UniSC Art Collection - Operational Policy

#### SUPERSEDED DOCUMENTS

- Artworks Acquisition and Deaccessioning - Managerial Policy

#### RELATED LEGISLATION / STANDARDS

- Copyright Act 1968 (Cth)
- International Council of Museums (ICOM) Code of Ethics for Museums (2017)
- Australian Government Cultural Gifts Program